

Excellence in Education

Apprenticeship

Air Conditioning, Refrigeration & Heating
Apprenticeship & Preapprenticeship
Electrician
Apprenticeship & Preapprenticeship
Early Childhood Education
Apprenticeship

Education and Training

Child Care Center Operations

Continuing Workforce Education

Child Development Associate Renewal
Director Credential/Director Advanced
Credential Renewal

Health Sciences

Emergency Medical Technician - ATD
Nurse Assistant-Articulated
Phlebotomy

Human Services

Cosmetology
Facials Specialty
Nails Specialty

Transportation, Distribution & Logistics

Commercial Vehicle Driving
Heavy Equipment Operations Technician

Continuing Workforce Education

Refresher Course
Third Party Testing
Passenger Endorsement
School Bus Endorsement



Campus Handbook Program Guide & Code of Conduct 2023-2024

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Flagler Technical College Mission and Vision

Mission

The mission of Flagler Technical College is to provide programs and services that empower students to be educationally prepared and economically self-sufficient in an ever-changing global economy.

Vision

Flagler Technical College will employ resources effectively and efficiently to provide educational experiences that increase workforce preparedness and improve the quality of life for residents of Flagler County.

Governance

Flagler County School Board

Will Fury, Chair
Christy Chong, Vice-Chair
Dr. Colleen Conklin, Member
Sally Hunt, Member
Cheryl Massaro, Member

Superintendent of Schools

LaShakia Moore

Administration, Flagler Technical College

Renee Kirkland, Director
Christopher McDermott, Assistant Director

Program Supervisor

Shari DeMayo-Education and Training
Paul Kocsis-Architecture & Construction
Chris McDermott-Health Science
Travis Thomas-Adult General Education

Teachers

Adrienne Harvey, Human Services
Bruce Winters, Transportation, Distribution, & Logistics
Ken Rucker, Transportation, Distribution, & Logistics

Admissions

Susan McManus-CTE Registrar
Mary Engle-AGE Registrar

Financial Aid

Sharon Kochenour

Student Services

Allison Castorino-AGE/CTE

Veterans Educational Benefits

Allison Castorino Academic, Financial, & Disability Counseling Designated Point of Contact
Sharon Kochenour-VA School Certifying Official

Accreditation

Flagler Technical College is accredited through:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta GA 30350, 800-917-2081
www.council.org



Individual Program Accreditations:

Approved Programs

The following Apprenticeship programs are registered and approved by the U.S. Department of Labor and the Florida Department of Education Division of Career and Adult Education:

Flagler County Community Apprenticeship Program GNJ
Flagler County Community Pre-Apprenticeship Program
Flagler Child Care Apprenticeship Program GNJ

which offer the following training programs:

Air-Conditioning, Heating and Refrigeration
Early Childhood Education
Electrician

The Board of Nursing approves the following programs:

- **Nursing Assistant (Articulated)**

Certifications/Approvals

Flagler Technical College operates under the guidelines of the following agencies:

- **Florida Department of Education Office of Workforce Education**
- **Florida Department of Education, Career & Technical**
- **Florida State Board of Nursing**
- **Florida Board of Cosmetology**
- **Florida Department of Health**
- **Florida Department of Health, Office of Emergency Medical Services**
- **Florida Department of Children and Families**
- **Florida Highway Safety and Motor Vehicles**
- **Florida Department of Veterans Affairs**
- **U.S. Department of Education, Office of Student Financial Aid**
- **U.S. Department of Transportation**
- **National EMS Education Standards for EMT**

Campus Locations

Main Administrative Campus:

5400 E. Highway 100
Palm Coast, FL 32164

Programs offered:

Adult General Education:

- (English for Speakers of Other Languages)
- GED® Preparation
- (IET) Integrated Education & Training

Pearson VUE Testing Site

Career & Technical Education

- Child Care Center Operations
- Nurse Assistant-Articulated
- Phlebotomy
- Emergency Medical Technician ATD
- Cosmetology
- Facials Specialty
- Nails Specialty

Apprenticeship

- Air Conditioning, Refrigeration and Heating - Preapprenticeship & Apprenticeship
- Early Childhood Education - Apprenticeship
- Electrician - Preapprenticeship & Apprenticeship

Continuing Workforce Education

- CDA Renewal
- Director's/Advanced Director's Renewal

Flagler Technical College Industrial Center

245 Education Way
Bunnell, FL 32110

Career and Technical:

- Commercial Vehicle Driving
- Heavy Equipment Operations Technician

Continuing Workforce Education

- Refresher Course
- Third Party Testing
- Passenger Endorsement
- School Bus Endorsement

Emergency Operations Center

- Emergency Medical Technician ATD

1769 E Moody Blvd Bldg 3
Bunnell, FL 32110

A1A Center

- ESOL (English for Speakers of Other Languages)
- Community Education Classes

5633 North Oceanshore Blvd
Palm Coast, FL 32137

Campus Telephone Directory

Telephone: 386-447-4345

Fax: 386-437-7449

Website: www.flaglertech.edu

Director	Renee Kirkland	Extension 1205
Assistant Director CTE/AGE	Christopher McDermott	Extension 1204
Assistant Director Community Ed	Pam Sarria	Extension 1211

School Secretary	Connie Feeney	Extension 1195
Receptionist	Dawn Schwam	Extension 1200
Bookkeeper	Christine Connors	Extension 1196
Marketing & Recruitment Specialist	Allison Castorino	Extension 1301
Student Services Specialist	Allison Castorino	Extension 1191

Registrar	Susan McManus	Extension 1202
Registrar	Mary Engle	Extension 1194
Financial Aid	Sharon Kochenour	Extension 1199

Program Supervisor

Early Childhood Education	Shari DeMayo	Extension 1261
Program Supervisor		
Apprenticeship	Paul Kocsis	Extension 1236
Program Supervisor		
Health Sciences	Chris McDermott	Extension 1260
Program Supervisor		
Adult General Education	Travis Thomas	Extension 1206

Teacher

Cosmetology	Adrienne Harvey	Extension 1251
Teacher		
Commercial Vehicle Driving	Bruce Winters	Extension 1193
Teacher		
Heavy Equipment Operations Technician	Kenneth Rucker	Extension 1184
CASAS GOALS Testing	Susan Johnson	Extension 1198
Pearson Vue Testing		

Full-Time/Part-Time Instructional Staff

Full Time Faculty

Harvey	Adrienne	Cosmetology	Cosmetologist, FL Board of Cosmetology
DeMayo	Shari	Early Childhood Education	AS-Daytona State College, FL
Winters	Bruce	Commercial Vehicle Driving	Flagler Technical College, FL FL Class A License FL Third-Party Tester
Crawford	Earnest	Commercial Vehicle Driving	Flagler Technical College, FL FL Class A License
McDermott	Chris	Health Science Programs	MS, Science and Management, Troy University, NY
Kocsis	Paul	Apprenticeship	MS, Educational Psychology, University at Albany, NY OSHA Certification in Electrical and Construction Safety Certification in Crisis Intervention Student Intern Field Instruction, SUNY, NY
Rucker	Kenneth	Heavy Equipment Operations Technician	FL Class A License FL Third-Party Testing Heavy Equipment Operator
Mahnke	Mariann	Adult General Education	BS-University of Illinois Teaching Certification - DSC FL Teacher Certification(s)

Part Time Faculty

DiCristoFano	Edmund	Architecture & Construction HVAC Apprenticeship	Certified in Refrigeration and Air, Coyne Technical Institute Certified OSHA 30 AS-Refrigeration and Air, Traiton College
Ellis	Richard	Architecture & Construction Electrical	OSHA Instructor Electrician
Roy	Rodney	Architecture & Construction Preapprenticeship	Air Conditioning and Refrigeration Certification, US Navy Electronic Certification, Lynn Vocational Tech
Hunter	Kimberly	Cosmetology, Facials Specialty, Nails Specialty	Full Specialist, FL
Nunez	Narcie	Cosmetology, Facials Specialty, Nails Specialty	Cosmetologist, FL
Francis	Raymond	Health Science	MA-Webster University, FL BS-University of Central Florida, FL AS-Daytona State College, FL Registered Mental Health Counselor, FL Dept. of Health
Weed	Kathryn	Health Science	RN-State of Florida
Banks	Breonna	Health Science-EMT	AS-Daytona State College, FL
Bucek	Kevin	Health Science-EMT	BA-Keiser University FL AS-Keiser University, FL Paramedic, Daytona State College, FL Fire Science, Florida State Fire College, FL Emergency Medical Technician, Daytona State College, FL

Caggiano	Vincent	Health Science-EMT	BS – Liberty University, VA MA – Liberty University, VA Emergency Medical Technician, FL Dept. of Health
Froling	Karl	Health Science-EMT	Paramedic, FL Dept. of Health
Juliano	Patrick	Health Science-EMT	Paramedic, FL Dept. of Health
Herring	Cindy	Early Childhood Education	Florida Child Care & Education Program Director Credential, Level 1, VPK Endorsed, Florida Department of Children and Families Child Care Services
Mercer	Tracey	Early Childhood Education	Early Childhood Certificate- Woodsocket Technical Inst., RI
Vukelja	Kim	Early Childhood Education	Bachelors Sociology-University of Florida
Azevado	Teresa	Adult General Education	BA-Catholic University of Angola, Portugal Certificate of French Language
Davlandes	Alex	Adult General Education	B.S. in Deaf Education, Wayne State University MA in School Administration Permanent Teacher's Certificates (K-8) All Subjects Grades K-12 Education of the Deaf ADVANCED Level in Sign Language Communication, Certificate for Sign Language Proficiency
Delisle	Paul	Adult General Education	MA-Visual Language Learning, Lesley College, Cambridge, MA BA-Psychology, University of Connecticut at Storrs
Gauss	Ameli	Adult General Education	BA Degree in ESL/Bilingual Education, University of Texas at San Antonio Paralegal Certificate Program, University of Texas at San Antonio
Mulvehill	James	Adult General Education	MS, Management, University of Management and Technology, VA
Ritger	Joie	Adult General Education	MS-Early Childhood Education, University of South Carolina
Stratos	Aida	Adult General Education	MA-Education, Mississippi State University High School Teacher, Experimental University Pedagogical Institute of Maturin, Monagas State, Republic of Venezuela
Strong	Claudia	Adult General Education	Associate of Technology in Financial Administration, Corporacion Universitaria de Ainvestigacion y Desarrollo, Colombia Bachelor of Business Administration, Universidad Cooperativa de Colombia, Colombia Teaching and Learning with Technology, MA, Ashford University Applied Behavior Analysis Graduate Certificate, Capella University FDOE Professional Educator's Certificate, ESOL K-12 Certificate ESE K-12 Certificate World Language-Spanish/Grades K-12

School Calendar

Flagler Technical College's calendar can be found at:

<https://flaglertech.edu/calendar>

General Information

Non-Discrimination Notification

Flagler County School District offers through Flagler Technical College the following career and technical postsecondary programs wherein students may earn industry certification: Commercial Vehicle Driving, Cosmetology, Emergency Medical Technician-ATD, Facials Specialty, Nails Specialty, Heavy Equipment Operations Technician, Nurse Assistant-Articulated, Phlebotomy, and Childcare Center Operations. Apprenticeship programs are available in Air Conditioning, Refrigeration and Heating, Early Childhood Education, and Electrician. Students must be working in the field to participate in an apprenticeship program. All students must be 16 years of age or older and withdrawn from the K-12 school system or approved for dual enrollment. Students in an apprenticeship program must be 18 years of age. Commercial Vehicle Driving students must be 19 years of age to enter the program. FTC recommends 21+ years of age for interstate travel. Flagler Technical College offers secondary programs in Cosmetology and dual-enrollment in Emergency Medical Technician-ATD, Heavy Equipment Operations Technician, and Nurse Assistant-Articulated.

Flagler County School District prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, national or ethnic origin or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. Flagler Technical College offers Integrated Education & Training (IET) to English Language Learners (ELLs).

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Renee Kirkland, Director
Flagler Technical College
5400 E. Highway 100
Palm Coast, FL 32164
386-447-4345 ext. 1205

Title IX and Section 504 Compliance Contacts: Travis Thomas, AGE Program Supervisor (ext. 1206) and Allison Castorino, AGE/CTE Student Services Specialist (ext. 1191)

Admissions

Steps to Enrollment

Step 1 – Create a Student Profile – Fill out an Online Application (Student Profile)

Create a Student Profile by filling out an Online Application. This Student Profile helps FTC's Admissions, Student Services, and Financial Aid personnel assist you in successful enrollment. Creating a Student Profile does not guarantee or obligate you to enrollment with FTC. Please contact a member of FTC's Admissions Team for assistance at (386) 447-4345 if you have any questions.

Create your Student Profile here: [Apply for Enrollment - Flagler Tech](#)

Step 2 – Meet with our Admissions Team – Begin Your Pathway to Success

Define Interests and Goals

Meet a campus admissions team member in person or by phone to discuss your interests and find out about our programs of study and career training opportunities. If you are undecided about a career or educational pathway, the Admissions Team member will explain options and provide support to assist you in making an educated decision. You will be offered the opportunity to tour our facilities, your program of interest's classrooms, and meet with the program supervisor or teacher. To schedule an in-person appointment, or to discuss your interests, please call FTC's Admissions Team at (386) 447-4345.

Health Careers and Commercial Vehicle Driving programs REQUIRE a meeting with the program supervisor before registration.

For more detailed information regarding programs, completion rates, school rules and regulations, schedule and more: [FTC Programs](#)

Explore Financial Aid Resources (if applicable)

FTC offers several ways to help fund your education. Financial Aid, Local Agency Sponsorships, and Scholarships are examples of funding opportunities. If you are seeking Financial Aid assistance, FTC will provide several options and resources to explore. All students should complete a FAFSA (Free Application for Federal Student Aid) regardless of the program's PELL eligibility as it is a factor in applying for certain scholarships and other sources of student funding. For questions regarding Financial Aid, please call the FTC Financial Aid Specialist for assistance at (386) 447-4345 ext-1199.

Create FSA ID: [Federal Student Aid / Create an Account](#)

FAFSA: [FAFSA® Application / Federal Student Aid](#) School Code: 041583

For a listing of other Financial Aid Resources: [Financial Aid & Scholarships](#)

PELL Eligible Programs at FTC: Cosmetology, Heavy Equipment Operations Technician

Step 3 – Reserve Your Seat – Start the Registration Process

Meet with a FTC Registrar to submit identification, social security card, residency documents, education documents (GED®, High School Diploma or Official Transcripts, College Official Transcripts), and program registration fees. Please bring the following to registration:

- Completed Registration Paperwork
- Program Registration Fees*
- Social Security Card
- Government or School Issued Picture ID
- High School or GED® Diploma/Official Transcripts, or Proof of Enrollment in a GED® Program (if required)
- Background Check Documentation will be completed during registration (if required)
- Eligibility for Florida In-State Tuition Rates – You must show proof of 12 CONSECUTIVE MONTHS of Florida Residency (choose 2 "A" documents or 1 "A" and 1 "B" document from the lists below)

<p>"A" LIST DOCUMENTS</p> <ul style="list-style-type: none"> - Florida Driver's License or Florida State-Issued Picture ID - Florida Vehicle Registration - Florida Voter's Registration - Purchase Record and Documentation of Florida Primary Residence - Homestead Exemption Documentation - Full Time (30+ hours/week) Employment Records - Lease for Apartment/House in Florida 	<p>"B" LIST DOCUMENTS</p> <ul style="list-style-type: none"> - Declaration of Domicile - Florida Professional/Occupational License - Florida Incorporation - Membership in Florida Organizations - Documents Evidencing Family Ties in Florida - Utility Bills and Proof of Payment of 12 Consecutive Months
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For any questions regarding Registration, please contact the CTE Registrar for assistance at (386) 447-4345 ext-1202.

*NOTE: If student is personally financing their education, payment for fees/tuition not covered by deferment, scholarship, etc. are due 1 month prior to the first day of class.**

** Payments may be made by Cash, Check, Money Order, Cashier's Check, and/or Credit Card (4.5% fee assessed for credit card transactions)*

Step 4 – Process Financial Aid & Obtain Funding (if applicable)

Once registered for a program, schedule an appointment with the Financial Aid Specialist to process your FAFSA application and explore other Financial Aid resources if necessary. For questions regarding Financial Aid, please call the FTC Financial Aid Specialist for assistance at (386) 447-4345 ext-1199.

NOTE: Financial Aid deadline for processing is 2 weeks prior to the program start date.

Step 5 – Schedule Basic Skills Assessment Testing (if applicable)

All students in a CTE program over 450 hours must complete the Basic Skills - Communications (Reading and Language Arts) & Computation (Mathematics) – CASAS GOALS assessment test.

Students who provide proof of a college degree at the associate level of applied science of higher are exempt from assessment testing, as well as any student who is serving as an active duty member of any branch of the United States Armed Forces (documentation required).

Students who entered the 9th grade of a Florida *public* school in the 2003-2004 school year, or any year after, and earned a Florida standard high school diploma, are exempt from assessment testing. Official transcripts must be provided to receive exemption.

Students that received a GED® in the 2014 school year, or any year after, are exempt from assessment testing. Official transcripts must be provided to receive exemption.

Students may schedule testing through the Registrar's office. Students must bring valid State-Issued Picture ID the day of testing.

Step 6 – Attend Orientation & Obtain Parking Pass, Student ID, etc.

All students attend FTC Orientation at the beginning of their FTC educational career. At the time of orientation, students will meet instructional and support staff members and learn what is expected of them as a student at FTC. For some programs, orientation occurs the first day of class, where for others it is an independent date prior to the start of your program. For questions regarding orientation dates and times, please reach out to your Program Supervisor or the Registrar. Students must review the FTC Campus Handbook, Program Guide, and Code of Conduct before orientation.

The Registrar will notify you when to obtain a student ID badge, parking decal, and to remind you of any pertinent information you need to know prior to the start of your program.

ADMISSIONS TEAM IMPORTANT CONTACTS (386) 447-4345:

Allison Castorino	Marketing & Recruiting	ext-1301
Susan McManus	CTE Registrar	ext-1202
Sharon Kochenour	Financial Aid Specialist	ext-1199
Allison Castorino	GED®/ESOL/CTE Student Services Specialist	ext-1191
Mary Engle	GED®/ESOL Registrar	ext-1194

Admissions Requirements

The admissions policy for Flagler Technical College (FTC) assures the residents of Flagler County and the surrounding areas equal access to the opportunity to develop the knowledge and skill-set necessary for workforce preparedness. FTC prohibits all forms of unlawful discrimination against students and persons applying for admission to a program. The term “unlawful discrimination” encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to race (including anti-Semitism), color, religion, sex (sexual orientation, gender identity), gender, age, marital status, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information. Program specific requirements are provided at registration.

Admission to Flagler Technical College is open to:

- High school graduates from regionally accredited or state approved high schools. (Certain programs do not require a high school diploma; however, a diploma is strongly recommended)
- Persons holding a General Educational Development (GED®) diploma.
- Dual enrollment of high school junior or senior students who meet the specified admission requirements. *Dual enrollment is not available for all programs at FTC.*
- Transfer students from accredited technical institutes, universities, colleges, and other postsecondary institutions

Apprenticeship Admissions

Qualifications of an Apprentice:

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related: at least 18 years of age, shall have a high school diploma or a GED®, physically capable of performing the work of the trade, and have two letters of recommendation, and be currently employed by a sponsor.

The apprentice and the sponsor shall sign an apprenticeship agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.

Responsibilities of the Apprentice:

Work faithfully and diligently at the occupation. Complete promptly and carefully all lessons, assignments and school tests required by the committee, Protect the property of the employer. Respect and comply with all rules, regulations and policies of the employer affecting employment, keep adequate records of work experience and related instruction as required by the committee and submit properly completed records to the appropriate authority in a timely manner.

Transfer of Apprentices:

It is the duty and responsibility of the committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice total training experience in the occupation, the committee has the authority to transfer the apprentice to another participating employer, who shall assume all the terms and conditions of these standards.

International Students

Flagler Technical College does not admit International Students with an M-1 Student Visa, as FTC is not a Certified SEVP (Student an Exchange Visitor Program) School.

Students with Disabilities

Section 503 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance or activity conducted by an executive agency...". Any disabled student not eligible under the Individuals with Disabilities Education Act may be eligible and protected under 504. Instruction will be individually designed to meet the needs of these students when proper documentation is provided to FTC.

If a student self-identifies having a disability and/or requests accommodations, the student will have an intake meeting with the 504 Disability Advisor or other qualified school personnel to determine eligibility. Student must provide current documentation of their disability from a licensed, diagnosing professional. Documentation may include but is not limited to, a report from a qualified, licensed professional, a Transition IEP or a 504 Plan. The institution will review the documentation to determine eligibility for a Workforce Education 504 Plan (WFE 504 Plan).

General Admissions Requirements and Procedures

Age

All students must be 16 years of age or older and withdrawn from the K-12 school system or approved for dual enrollment. Students in an apprenticeship program must be 18 years of age. Commercial Vehicle Driving students must be 19 years of age to enter the program. FTC recommends 21+ years of age for interstate travel.

Education

A high school diploma/GED® is not required for applicants to enroll in the technical certificate programs, with the exception of the Apprenticeship programs. Students can be simultaneously enrolled in a GED®. Integrated Education & Training (IET) programs are available to those who qualify. *See Adult General Education programs for additional information.*)

** Students who lack a high school diploma may be eligible for Federal Student Aid through ability to benefit (ATB) alternatives which involves obtaining GED® while concurrently enrolled in an eligible career pathway program. See the Financial Aid Office for further details.*

Background Check

Applicants for the Health Science and Cosmetology must have a background check completed through the Florida Department of Law Enforcement prior to entering class. Background checks for these programs are needed to verify that the student is eligible for employment and licensing; to assure externship sites that applicants are eligible to work with the public; and to allow student access to the Flagler Palm Coast High School campus.

All background check fees are non-refundable.

Dual Enrollment

FTC offers a number of programs that are eligible for dual enrollment. Students enrolled as Dual enrollment may attend FTC while also attending a Flagler County School District high school, home school, virtual school, or private school. Dual-enrolled students receive credit for successfully completed coursework at both secondary school and FTC.

Dual enrollment requirements:

- Must be at least 16 years of age
- Must be a Junior or Senior
- Submit a completed FTC Dual Enrollment Approval Form
- Submit a copy of their high school transcript documenting State approved GPA requirement

ALL Students must meet the program's basic skills levels required for completion

Transfer Students

Applicants who have previously attended another accredited post-secondary or technical institution may be considered for admission as a transfer student.

Florida Statute 1007.24(7) states that: *Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the*

statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

The Program Supervisor of each program may award transfer credit and hours for applicable courses and may consult with appropriate faculty in the final decision. Evaluation may take from 4 to 6 weeks.

- All transfer students must submit official transcripts from the last post-secondary institution attended and any other college(s) from which the student wishes to receive transfer credit.

**The following programs do not transfer credits due to the length of the program
Child Care Center Operations and Commercial Vehicle Driving.**

Request Transfer of Credit Requirements:

- All relevant courses from previously attended technical schools and colleges will be evaluated.
- Course must have comparable course content
- Transfer credit will be awarded to students who earned a grade of 70% or higher.
- All courses must have been completed within the past five years from the date of admission and be approved by the intended program's supervisor or teacher. Based on certain program criteria, some courses exceeding the five-year range may be given consideration by the intended program's supervisor or teacher.
- Skills assessments may be required in certain programs before any transfer credit is awarded.
- Eligible students with non-English transcripts are required to submit official translations of documents demonstrating a previous education equivalent to a high school graduation and official evaluations of any college-level course work before transfer credit can be considered.

Transfer of Credits between FTC Programs

Students interested in transfer of credits between FTC programs must complete a *Request for Change of Program, Course(s), or Enrollment Status Form*. This form must be submitted to the student's current Program Supervisor. The current Program Supervisor will coordinate with the Program Supervisor of the program requested. Water Treatment Technologies, Commercial Vehicle Driving and Child Care Center Operations do not transfer credits. Apprenticeship programs do not transfer credits.

Students requesting a change of program understand that:

- Changing a program of study may affect financial aid.
- Students receiving VA Benefits must contact the School Certifying Official (SCO) in the Financial Aid office for any program changes prior to making any changes
- Students receiving CareerSource or other funding should consult with the funding organization prior to making any changes.
- Students are responsible for evaluating the consequences of a change of program.

Required Documentation

Prospective AGE and Apprenticeship Students to FTC will be required to provide a government or school issued picture ID.

Prospective CTE Students to FTC will be required to provide identification information to confirm identity and to establish if resident or non-resident fees are assigned. Two forms of residency documentation will be required (consult residency form for approved documentation).

Readmission Guidelines

1. Students who have not attended FTC for over one academic year, or who have withdrawn or were involuntarily withdrawn during their last term of enrollment, must submit an Application for Admission as a returning student.
2. Students re-entering after meeting conditions of being involuntarily withdrawn will re-enter on Academic Probation.
3. Students who are readmitted after previously not maintaining Satisfactory Academic Progress (SAP) will reenter on Academic Probation, and may submit an Appeal (see SAP policy).
4. Students who are re-entering must complete all entrance and curriculum requirements posted in the most current catalog.
5. Based on certain program criteria, some courses exceeding the five-year range may be given consideration by the Program Supervisor.

Academic Assessment

The State of Florida mandates that each student enrolled in career and technical certificate programs of 450 hours of instruction or more, in accordance with Rule 6A-10.040, F.A.C., must meet the required basic academic skills levels, as an exit requirement, in Computation (Mathematics) and Communications (Reading and Language Arts) in order to receive a Certificate of Completion. Basic skill levels are specified in the program's description. FTC uses the CASAS GOALS reading and math assessments. Career & Technical Education students who have not met their Basic Skills exit requirements will enroll in Adult Basic Education (ABE) classes.

Exemption from taking the Basic Skills Assessment:

Students exempt from basic skills assessment include those who possess a college degree at the **associate** in applied science level or higher; those who are enrolled in an **apprenticeship** program that is registered with the Department of Education in accordance with the provisions of Chapter 446, Florida Statutes; those who provide official transcripts documenting basic skills assessments within the last two years, ***those who are serving as an active duty member of any branch of the United States Armed Services***; a student who has earned a standard State of Florida standard high school diploma in 2007 or later; or a student who has earned a high school equivalency diploma 2014 - present.

By providing all post-high school educational documentation to the admissions staff/program supervisor or teacher, the need for basic skills assessment can be determined.

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, who self-identify, may be exempt from meeting the basic skills requirements (Rule 6A-10.040). For more information, see the policy and procedures and exemption forms for students with disabilities.

If a student is enrolled in a program for which there is a licensure exam and cannot meet the basic skills levels required for completion from the final Occupational Completion Point (OCP), the student may sit for the licensure exam. If that student passes one of the exams for the program, he/she may be counted as a completer from the career certificate program. Exemptions from passing the Basic Skills Exemption as a result of passing state, national or industry licensure are limited to the certifications listed at

[Basic Skills Exemption List](#)

The licensure exam for FTC's Cosmetology program qualifies for this exemption.

Basic Skills Testing Procedures

- Students must be scheduled and take the CASAS GOALS Test within the first six (6) weeks after admission into the program (Rule 6A-10.040. F.A.C.). Students enrolled in programs with 450 hours or more are required to take the CASAS GOALS test.

If a student's grade equivalent score is less than the program's state exit requirement, the student should enroll in an Applied Academics or Adult Basic Education class with Flagler Technical College's Adult General Education Department to ensure he/she meets the exit requirement.

Applied Academics

Students, who are enrolled in programs of more than 450 hours, not including apprenticeship programs, must complete and pass a CASAS GOALS assessment in order to be awarded a certificate of completion. If scores indicate the student requires academic assistance the student will be referred to the FTC Adult General Education Department to enroll in the Applied Academics program.

Applied Academics is designed to provide academic enrichment based upon individualized assessed needs identified from the student's CASAS GOALS assessment within the content areas of Communications (Reading and Language Arts) and Computation (Mathematics). Students may enroll prior to or concurrent with their program of study.

A \$50.00 per semester fee will apply for enrollment in this program.

Cost of Attendance

Cost of Attendance (COA) **estimates below are based upon a full year; 3 terms or a 1200 clock-hour program.** Tuition rates are assessed at \$2.92 per clock hour for Florida residents and \$11.71 per hour for non-Florida residents. Individual program costs vary depending upon length of the program, books, supplies and program fees.

*Note: Fees are subject to change by School Board approval and/or state statute.

** Food and Housing Personal Expense, and Transportation are based on the *Basic Family Budget Calculator* from the Economic Policy Institute (EPI)

	Dependent	Independent	Out-of-State Independent
Tuition	\$3,504.00	\$3,504.00	\$14,052.00
Registration/Program Fees/Lab Fees	\$1,000.00	\$1,000.00	\$1,000.00
Books/Supplies	\$1804.00	\$1804.00	\$1804.00
Food & Housing**	\$13,243.00	\$19,379.00	\$19,379.00
Personal Expenses**	\$10,105.00	\$15,032.00	\$15,032.00
Transportation**	\$11,290.00	\$12,109.00	\$12,109.00
Total Cost of Attendance	\$40,946.00	\$ 52,828.00	\$ 52,828.00

The following program fees are standard for all Career and Technical applicants and are **non-refundable**:

Admission Fees:

Application Fee	\$35.00
Library Fee (Learning Commons)	\$15.00
Facilities/Equipment Use Fee	\$20.00
Student ID Fee	\$15.00
Student ID Replacement Fee	\$5.00
Standardized Testing Fee	\$15.00
Student Parking Fee	\$10.00
Student Parking Replacement Fee	\$5.00
Graduation Fee	\$25.00
MIS Fee	\$20.00

The following fees may be charged for individual programs:

FDLE (3D Background) Fee	\$35.00
FDLE (Level 2 Background) Fee	\$59.00 (EMT) \$86.00 (Phlebotomy) (\$145 for NA)
Lab Fees	Varies per program
Textbook Rental Fee	Varies per program
License/Certification Fee	Varies per program
Industry Certification/License Testing Fee	Varies per program

Additional Fees when applicable:

Convenience Fee	4.5% of Credit Card Payment
Program Certificate Replacement Fee	\$30.00 (Marked Replacement)
Occupational Completion Point Certificate	\$30.00 per certificate
Transcript Request Fee	\$10.00
Textbook Replacement Fee	Varies per program
Standardized Testing Fee (non-student)	\$50.00

Additional Fees

If students have excessive absences, they will be charged additional hourly fees needed for program completion.

In-State and Out-of-State Tuition

Tuition rates are charged based on the current residency status of a student. Students must be Florida residents for at least one year to receive in-state tuition. If a student cannot claim one-year residency, out-of-state tuition rates will be charged for the duration of the term. If a student's residency status changes during a term it is the responsibility of the student to update this information with the registrar.

Continuing Workforce Education Fees

Continuing Workforce Education courses are fee-based. Funds are not provided by the state for these classes. Fees will be determined based on course costs, student enrollment, and other pertinent factors.

Financial Aid

Federal Pell Grant Program

The Federal Pell Grant is available to eligible students at FTC who are enrolled in the following programs and need financial assistance for tuition, lab and program fees:

Cosmetology
Heavy Equipment Operations Technician

Students must have a high school diploma or GED®*, complete the financial process before the financial aid deadline and have satisfactory progress and attendance throughout the program. A Free Application for Federal Student Aid (FAFSA) application must be completed online at [FAFSA® Application / Federal Student Aid](#). Please include Flagler Technical College's school code 041583 on the application. Financial Aid staff will evaluate the Institutional Student Information Record (ISIR) which includes the Expected Family Contribution (EFC) generated from the FAFSA application to determine eligibility. Eligibility is determined by subtracting the EFC from the Cost of Attendance (COA) to determine the student financial need. Campus Ivy, FTC's third party agency for financial aid, will process all financial aid requests and, if necessary, request additional documentation from the student. The Financial Aid Specialist will register students in the Campus Ivy Student Portal once they have met with the Registrar and completed their FAFSA. Only students enrolled in **Pell eligible programs** will be entered into Campus Ivy. Students must meet with the Financial Aid Specialist to complete the financial aid process **before the financial aid deadline**. Students will have access to their financial aid documentation on the Campus Ivy Student Portal along with funding estimates and approval for Pell funding.

Campus Ivy Student Portal: [Campus Ivy Login](#)

To continue eligibility for the Pell Grant students, students must meet FTC's acceptable Student Academic Progress (SAP), which includes acceptable attendance as well as GPA, throughout the program.

** Students who lack a high school diploma may be eligible for Federal Student Aid through ability to benefit (ATB) alternatives which involves obtaining GED® while concurrently enrolled in an eligible career pathway program. See the Financial Aid Office for further details.*

Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE)

The Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) is a need-based state-funded grant and is utilized for fees, books and supplies. FSAG-CE grant monies are limited and are based on need and availability of funds. All students **must apply**

for the Federal Pell Grant, be a Florida resident and a U.S. Citizen or eligible non-citizen, and enrolled in a certificate program of 450 or more clock hours to be eligible to receive the FSAG-CE grant. Students will be notified via email or letter if they have been awarded FSAG-CE funding. Students must maintain acceptable GPA and attendance (per SAP) throughout the program.

Open Door Grant Program (ODGP)

The Open Door Grant Program (ODGP) is a financial aid program for students at a school district Postsecondary Technical Career Center to incentivize current and future workers to enroll in career and technical education programs that lead to a credential, certificate, or degree on the Master Credential List. This opportunity offers students in eligible programs a maximum award amount equal to 100% of tuition, fees, assessment costs, books, and supplies, not otherwise covered by federal/state grants or other third-party payment. This is subject to availability of funds.

Student Eligibility: Students must meet the following criteria in order to receive Open Door Grant Program (ODGP) funds.

- You have applied and intend to register in an "Eligible" program, or are currently registered in an "Eligible" program
- You are a Florida Resident for one year (Proof of Residency required)
- You are aware that Open Door Grant Program (ODGP) funds are applied after federal and state grants to cover a maximum award equal to the amount needed to cover 100% of tuition and fees, exam or assessment costs, books and supplies.
- You understand that Open Door Grant Program (ODGP) funds are subject to availability

FTC Programs Eligible for the Open Door Grant Program Funding

- Commercial Vehicle Driving
- Emergency Medical Technician-ATD
- Nurse Assistant-Articulated
- Phlebotomy

If you meet all the eligibility criteria

Complete a 2023-2024 Open Door Grant Program Application in the Registrar or Financial Aid office.

Bright Futures and Florida Pre-Paid

FTC accepts Bright Futures Scholarships and Florida Pre-Paid accounts. Please contact the Financial Aid Office for more information

Flagler Technical College Scholarship

Flagler Technical College is proud to offer in-house scholarship funding to eligible students. FTC Scholarship monies are derived from the annual Home and Life Style Show sponsored by Flagler Technical College. Students must be accepted as a student at FTC, complete a FAFSA application, demonstrate a need for funding, and be a resident of Florida for at least one year. Please contact the Financial Aid office for additional documents required.

FL T.E.A.C.H. Scholarship

Flagler Technical College honors The Florida Children's Forum Teacher Education and Compensation Helps (T.E.A.C.H.) scholarship for early childhood educators seeking financial assistance for the Child Care Center Operations, CDA Renewal and Director's/Advanced Director's programs, and Early Childhood Education. Contact the Education and Training department for more information or call the Children's Forum 877-FL-TEACH.

Vocational Rehabilitation

The Florida Office of Vocational Rehabilitation (VR) is a division of the Department of Education. Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers. Students may be eligible for VR services if their goal is to become employed and their physical or mental disability interferes with their ability to become employed if students receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) for their disability, they are presumed eligible for VR services if they plan to become employed.

Academic and Financial Aid Probation for FSA Students

Students who do not maintain Satisfactory Academic Progress either qualitatively or quantitatively will be placed on academic and financial aid probation. Students must be notified in writing that failure to maintain SAP will cause them to lose FSA eligibility. Students may appeal the loss of FSA eligibility caused by failure of SAP based on: injury, illness, death or relative, or other special circumstances.

Procedure: Program Supervisor will review student's Qualitative and Quantitative standards at a minimum, at the end of each payment period. The Program Supervisor will notify financial aid that the student has not met SAP. Financial aid will notify the student in writing that he/she will lose FSA eligibility unless he/she files an appeal, and will provide the appeal form and instructions. SAP will be reviewed again at the end of the next payment period. If a student is not meeting SAP requirements, the program supervisor or teacher will meet to discuss and advise the student, and may develop an academic plan.

Re-establishing Eligibility

Once a student has lost FSA eligibility, the student can regain eligibility only by taking action that brings him/her in compliance with the SAP policy.

Veterans Affairs Educational Benefits

Academic, Financial, & Disability Counseling Designated Point of Contact: Allison Castorino, (Ext.1301)

VA School Certifying Official-Financial Aid Office: Sharon Kochenour (Ext 1199)

Online VA information is available at benefits.va.gov

The Bureau of State Approving Agency for Veteran Training has approved Flagler Technical College (FTC) to provide certificate training programs to qualified veterans and their dependents who are eligible for education benefits. Veterans should check with the VA School Certifying Official in the Financial Aid office (386.447.4345 Ext 1199) to apply for or re-activate their VA educational entitlements.

Once the veteran has completed Flagler Technical College online application at [Apply for Enrollment - Flagler Tech](#) and has taken the required test for the program of interest (if applicable), the veteran will provide the following documentation to the SCO in the Financial Aid Office:

- A certified copy of his/her DD214
- Government issued photo
- Copy of VA Form 22-1990 or 22-1995 (for veterans) OR Copy of VA Form 22-545490 or 22-5495 (for dependents)
- VA Certificate of Eligibility

Once the forms have been received, the Financial Aid Office will forward the documentation to the Department of Veterans' Affairs (DVA) for processing. Upon the completion of the drop/add period, the enrolment certification is reported by the VA School Certifying Official to the DVA for processing.

Credit for previous training

A VA benefited student is **required** to transfer previous training credits from an accredited institution to FTC (Official Transcript). Credit for previous training will be evaluated by the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The Department of Veterans' Affairs and the student will be notified if previous credit is granted.

Deferment of Fees

Tuition and fee deferment is available to VA beneficiaries. (Florida Statute, Title XLVII, Chapter 1009.27) Contact the VA School Certifying Official (SCO) in the Financial Aid Office for more information.

Veteran Students when VA payment is Delayed/Deferment of Fees

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Flagler Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Standards of Progress and Attendance

All students receiving VA education benefits must adhere to Flagler Technical College's Student Academic Progress Policy and, in addition, maintain a GPA of 80%. If students receiving VA benefits do not maintain Satisfactory Academic Progress according to FTC standards and policies, educational benefits will be discontinued for the student. Students are notified in writing that failure to maintain SAP will cause them to be terminated from the program. Flagler Technical College is obligated to report to Department of Veteran's Affairs the termination and reason of termination of a student.

Students receiving VA education benefits will be terminated for unsatisfactory attendance when accumulated absences, lateness and class cuts exceed 10% of the scheduled clock hours for the length of the semester. The termination will be reported to the Department of Veteran's Affairs.

Reinstatement of Veterans' Educational Benefits

A veteran may be recertified for VA education benefits at the beginning of the next term or 30 days following the termination if 50% of the current term is available after showing that the cause of unsatisfactory attendance has been removed. This is done by the veterans meeting attendance standards, as defined, for one month after being terminated from unsatisfactory attendance.

Students receiving VA benefits must inform the VA Certifying Official of any changes in attendance or enrollment immediately to avoid overpayment by the VA. If a student receiving VA benefits drops a class or withdraws from a program after the drop/withdraw deadline, **the student will be responsible for any outstanding debt.**

Shopping Sheet for Veteran Students

A financial Aid Shopping Sheet will be available soon. In the meantime, please contact the Financial Aid Office for more information about program costs.

Financial Aid Office: 386-4474345 Ext 1199

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

Attendance

Career and technical education programs are based on hours in the classroom and must meet federal and state requirements. Students are expected to take advantage of their educational opportunities by attending all classes at the appointed time. Excessive absences and tardiness cannot be tolerated, and are not accepted in some programs due to mandatory attendance rules of federal and state agencies. Students are expected to familiarize themselves with the specific requirements of their individual program. It is the responsibility of the student to make arrangements with their instructor to make up for time away from the classroom.

Excused Absences

It is the responsibility of the student to provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence. The following are acceptable reasons for student absences:

- Illness of student
- Death in the immediate family of the student. (Immediate family is defined as siblings, spouse, parents, grandparents, children or grandchildren.)
- Religious holiday of the student's faith

- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or court summons must be presented to the program supervisor or teacher
- Jury Duty. Official notification of jury duty must be presented to the program supervisor or teacher.

The student must contact the school at the earliest opportunity before the scheduled class, when feasible. Students must request make-up assignments from teachers upon return to school and must complete this work within the time period designated by the instructor.

Students absent for **five (5) consecutive days or 10 percent of the class hours** (whether excused or unexcused) may be placed on academic probation and may be subject to disciplinary action, up to and including expulsion from the program/course. Failure to make up all work in a timely manner may result in dismissal from the current class.

Unexcused Absences

Unexcused absences are defined as absences for which the student has not provided the necessary documentation and/or notification and that do not fall under the four categories listed above as excused absences.

Unexcused absences **exceeding two (2) days** in a class session may result in termination from that class for unsatisfactory attendance. Students may be permitted to restart the class at the next class session at the discretion of the program supervisor.

Special requirements for students receiving financial aid may apply.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance due to hardship or special circumstances but does not wish to permanently withdraw from a program of study. A LOA is not required if a student is not in attendance only for an institutionally scheduled break.

The student requesting a LOA must submit a signed and dated Request for Extended Leave of Absence Form outlining the reasons for the request to their program supervisor with a copy to Financial Aid and the Registrar. Students must apply in advance for an Extended Leave of Absence (LOA) unless unforeseen circumstances prevent the student from doing so.

Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the extended leave of absence or if the application is denied. This impacts students who receive Title IV federal financial aid (Federal Pell Grants).

Students must have a reasonable expectation that they will return to school not later than the end of the approved leave period.

The FTC assistant director or director may approve extended leave or withdrawal for periods of less than 180 days in a 12-month period. All incomplete coursework must be completed by the time specified in the letter to the student sent by the program supervisor.

Leave of Absence – Personal/Medical

Personal/medical leaves of absence (including maternity leave of absence) may be recommended by the Program Supervisor and granted by the FTC assistant director and/or FTC director to students who have compelling personal circumstances. The school may require a student to submit a physician's evaluation before considering a request to return to school.

Satisfactory Academic Progress (SAP)

Purpose: The Satisfactory Academic Progress policy for Flagler Technical College (FTC) ensures that students of FTC maintain the standards necessary for successful completion of their program.

To be eligible for Federal Student Aid (FSA) funds, a student must make satisfactory academic progress.

Definition: Satisfactory Academic Progress (SAP) means that a student is maintaining the minimum Grade Point Average (GPA) required to successfully complete a program and is progressing at a pace that will assure the student will complete the program within 150% of the time it is expected to complete the program.

SAP is measured both **qualitatively** (Grade Point Average) and **quantitatively** (pace of progress through a program to ensure that student will graduate within the maximum timeframe).

Flagler Technical College will review each student's academic progress midway through each term and/or and the end of each payment period (450 hours) for student's receiving financial aid.

QUALITATIVE (GPA)

Students must maintain a minimum of 70% GPA. Some programs require a higher GPA.

Students funded by the Veterans Administration (VA) should note that the VA has special requirements for SAP including a minimum cumulative grade point average of 80% on each subject exam and skill test.

QUANTITATIVE (Pace)

Students must complete a certificate program within 150% of the program length measured in the cumulative number of clock hours required and expressed in calendar time.

The maximum time frame is determined for each program according to its required number of clock hours and weeks. In order to progress at the required pace, students should maintain good attendance. FTC's attendance policy requires a 90% attendance rate.

GPA and Pace of Completion are affected by:

1. Transfer Students - Transfer students from outside the institution will be evaluated qualitatively only on the work completed at Flagler Technical College.

The maximum timeframe is reduced for transfer students based upon the remaining length of the program in which they enroll.

Example: In a program of 1,000 hours, if a student transfers in 150 hours, and therefore has 850 hours to complete at FTC (850/35 hours per week =24 weeks), the maximum time frame is 24 weeks x 150% or 36 weeks.

2. Withdrawals/Incompletes - If a student withdraws from a course that is a requirement of the student's current program past the drop period, the student earns an "I" Incomplete, and the course is not calculated in the student's GPA. However, the time in the course is calculated as part of the maximum time frame.
3. Repetitions – Students must repeat required courses for which a passing grade has not been earned. When the student passes the course, the passing grade replaces the failing grade (or Incomplete) for GPA purposes.

Appeals

The student's appeal form should include why the student failed SAP and what has changed in his/her situation to allow making SAP by the next evaluation.

Flagler Technical College's Director, in collaboration with the program supervisor, may accept the appeal and place the student on probation with or without an academic plan, or deny the appeal. If the student's appeal is denied, the student will lose FSA eligibility for one payment period and until SAP is restored. The Director's decision is final. The student's SAP must be reviewed at the end of one payment period. The student may continue to receive FSA while on probation.

If Flagler Technical College determines that more than one payment period is necessary, it may keep the student on probation and develop an academic plan, which must be reviewed at the end of one payment period.

If the student is meeting the requirements of the academic plan, the student is eligible to receive FSA aid as long as the student continues to meet the requirements and is reviewed according to the requirements of the plan.

If the student is not meeting the requirements of the academic plan the student will lose FSA eligibility for one payment period.

Program Dismissal

If the student is unable to maintain satisfactory academic progress after two periods of academic and financial aid probation, the student may be dismissed from the program by the Director.

Students may appeal their dismissal according to the procedures of the grievance policy, located in the FTC Student Handbook.

Satisfactory Academic Progress for non-FSA eligible programs

Students enrolled in non-FSA eligible programs will have their progress evaluated according to the Satisfactory Academic Progress policy. However, programs less than 450 hours will be reviewed at the halfway point. Students will receive a mid-course progress report. Students who are not maintaining SAP will meet with their program supervisor or teacher to develop an academic plan. Students who do not meet the requirements of their academic plan may be dismissed from their program by the Director. Students may appeal their dismissal according to the procedures of the grievance policy, located in the FTC Student Handbook.

Withdrawal Procedures and Refund Policy

Withdrawal Procedures

When students leave the program before the completion, instructors or Program Supervisor will give the student the Application for Withdrawal form to fill out the reason for withdrawal. This data will be collected and reviewed twice annually for program improvement. The instructor will then submit a Withdrawal Form and the Application of Withdrawal to the Registrar.

Student formally withdraws from a program within the first week of classes

Prior to the end of the first week of class (regardless if classes are one day or five days) the program supervisor will submit a withdrawal form to the Registrar.

The Registrar withdraws the student from FOCUS and completes the Refund Request Form and submits it to the bookkeeper. The Registrar will print student financial record page from FOCUS

The Registrar then processes refund using Refund Request Form for tuition coming out of the general account. The Bookkeeper processes refund on credit card for credit card payments. The Bookkeeper requests that district finance department issue refund check for refunds coming out of the general account. Bookkeeper provides the Registrar with confirmation that refund has been issued to be recorded in the student's financial account.

Prolonged Excused Absence

Student with a Prolonged Excused Absence may apply tuition and fees to a future session. However, student must provide program supervisor or teacher with a written statement of reason for prolonged absence. Student must re-enroll in program within one year of initial start date.

Student does not start the program

Fees over \$100.00 are refundable. Student does not need request the refund, the FTC Registrar will pull a monthly report from FOCUS to determine which students did not enroll or attend class.

Withdrawal for students enrolled in professional development, continuing education or limited contract instruction

The Program Supervisor prior to the end of the first day of class submits a withdrawal request to the Registrar. The Registrar withdraws the student from FOCUS and completes the Refund Request Form/Check Requisition form and submits it to the Bookkeeper. The Bookkeeper provides the Registrar with confirmation that refund has been issued to be recorded in the student's financial account. The Bookkeeper refunds the monies out of FOCUS.

Withdrawal for students receiving Pell Grant Financial Aid

Financial aid will be recalculated according to the federal guidelines of financial aid and withdrawals. The calculation for the return of federal and state aid is different from the FTC refund. FTC is required to return funds to the appropriate federal agency upon a student's withdrawal up to the time when the student has attended **60%** of the payment period. After a student has attended 60% or more then the student is normally entitled to keep the full financial aid package that is awarded. The percentage of attendance is calculated by dividing the number of days in a payment period by the total number of days the student was expected to attend. A student percentage of attendance is used to calculate the percentage of financial aid the student is allowed to keep and the percentage that FTC must return to the appropriate agency(ies). FTC reserves the right to bill the student for all funding amounts returned to the financial agency(ies) due to the student's withdrawal because of discipline issues, violation of local, state or federal laws, or poor student academic progress.

Students receiving financial aid must complete all required procedures for federal and state aid prior to the withdrawal to avoid loss of eligibility for financial aid.

Financial Aid notifies the Bookkeeper and the Registrar of refund to Pell to refund the funding source on student's account in FOCUS.

Refund Policy

Flagler Technical College has a fair and equitable refund policy for the refund of tuition, fees, and other charges in the event FTC cancels a class OR a student does not enter or does not complete the period of enrollment for which they have been charged. This policy is uniformly administered and refunds will be processed without requiring a request from the student.

Under the following circumstances, tuition and/or fees will be refunded to students:

Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and Flagler Technical College cancels the class, FTC will refund 100% of the tuition and fees collected within 45 days of the planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class

If the student withdraws on or before the first day of class, FTC will make a good faith effort to refund the fees by sending a refund letter to the applicant at the last known address. **Student does not need to request the refund.**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, Flagler Technical College will retain no more than \$100 of the tuition and fees. Refunds for a student who does not begin classes are made within 45 days of the class start date.

If student would like tuition and fees to be held until next class a written request must be submitted to the program supervisor or teacher and registrar.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited Flagler Technical College prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment. Online registration is not currently available.

Refunds for Withdrawal After Program Commences

Students withdrawing from Flagler Technical College after program commences may receive a refund of partial tuition and/or fees if withdrawal occurs prior to the end of the first week of class (regardless if program are one day or five days per week).

Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to FTC by the student, or (2) from the date FTC terminates the student or determines withdrawal by the student.

Tuition and fees for all Flagler Technical College programs, professional development, continuing education, and/or limited contract instruction are due prior to the start date of the class. Tuition and program fees are non-refundable after the drop date.

This refund policy is consistent with the policy established by FTC's governing board.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

If Flagler Technical College cancels the class or if the student withdraws before the first day of class, FTC will refund 100% of money collected. Partial refunds will be given if the withdrawal occurs prior to the end of the first week of the class (regardless if classes are one day or five days per week). Tuition and program fees are non-refundable after the drop date.

Complaint & Grievance Procedures (Refund and General Grievances)

Complaints:

At FTC we promote an open-door policy with student complaints. If a student has a complaint, first speak with the instructor. If the problem is not resolved, speak with the Program Supervisor. If the problem is not resolved, speak with the assistant director and/or the director of Flagler Technical College. All complaints are documented, scanned to FOCUS - the information management system - and sent to the Assistant Director.

Grievances:

If a student desires to protest the non-refunding of tuition and/or fees and/or any general grievance, the student must request in writing a formal meeting with the program supervisor to discuss the issue.

The Program Supervisor (or representative of Program Supervisor if Program Supervisor is unavailable) must meet with student within seven (7) days of receipt of letter of protest. The Program Supervisor must provide student with written results of meeting within five (5) business days of meeting. The letter must contain policies and procedures followed to determine outcome of meeting.

If issue is unresolved:

Student must request, in writing, a meeting with the program supervisor and Director of FTC. The meeting with Director must take place within seven (7) days of receipt of second letter of protest. The Director must provide student with written results of meeting within five (5) business days after meeting. The letter must contain policies and procedures followed to determine outcome of meeting.

If issue is unresolved:

Student must request, in writing, a meeting with the Program Supervisor, Director of FTC and the Superintendent or his representative. The meeting must take place within seven (7) days of receipt of third letter of protest. The Director of FTC must provide student with written results of meeting within five (5) business days after meeting. The letter must contain policies and procedures followed to determine outcome of meeting.

If still dissatisfied with the results of the grievance request, student may contact the Council on Occupational Education at the following address:

Council on Occupational Education
7840 Roswell Rd., Bldg. 300, suite 326
Atlanta GA 30350
(800) 917-2081 or (770) 396-3898
FAX: (770) 396-3790
www.council.org

This refund policy applies to all classes and programs offered by Flagler Technical College including professional development, continuing education, and limited contract instruction.

All persons are encouraged to work through the internal complain and appeal processes at their respective institutions as the first step in filing a complaint. If students or employees feel their complaint has not been addressed satisfactorily by FTC they may contact the following personnel at the Division of Florida Colleges for additional information:

Discrimination: Equity and Civil Rights Compliance
The Florida College System
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, FL 32399-0400
Telephone: 850-245-9468
E-mail: fcsinfo@fldoe.org

Disability Services: The Florida College System
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, FL 32399-0400
Telephone: 850-245-9468
E-mail: fcsinfo@fldoe.org

Financial Aid: Office of Student Financial Assistance
Florida Department of Education
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399-0400
Telephone: 1-800-366-3475
E-mail: Osfa@fldoe.org

Employment
Complaints: Florida Commission on Human Relations
2009 Apalachee parkway
Oakland Building, Suite 100
Tallahassee, FL 32301-4857
Telephone: 850-488-7082
Fax: 850-488-5291
E-mail: fchrinfo@fchr.myflorida.com

General Student Information

Cell Phones/Personal Electronic Devices

Cell phones and other electronic devices are to be turned off and kept out of sight during class hours. (Statutory Authority 1001.41 1001.42 F.S). Flagler Technical College is not responsible if these items are lost, stolen or damaged.

Students must not leave a classroom or be diverted from externship assignments by a personal phone call. Students should inform family and friends that they must call the FTC administration office if they must report a student emergency. The FTC administration office will notify the instructor if a student has an emergency phone call.

During clinical or externships, a cellphone cannot be brought to facility but left in car. The facility number will be given to the students to share with families for emergencies. During externship students may not use a facility telephone for personal calls. Such is grounds for dismissal.

Class Schedules

Class schedules vary per program. Upon registration students will receive a course schedule that will outline days and times of each class. These schedules are subject to change. Once a class has been paid for either by student self-pay or financial aid the student will appear in the FOCUS class list as enrolled.

Classroom Breaks

Lunch periods and/or breaks are scheduled by the classroom instructor or clinical instructor/supervisor. All students must be offered the opportunity for a break during class. Students may utilize the Learning Commons at the Main Campus or leave the campus for lunch breaks.

During breaks and lunch periods assigned at externship sites, students are expected to utilize the designated food/beverage dispensing/break room areas or the cafeteria/dining rooms. Students are not to leave the externship premises on breaks or during lunch periods.

Discipline

PROGRESSIVE EXPECTATION PLAN Policy & Procedure

5 Easy Steps: Each step should be documented in FOCUS

Progressive Expectation Plan should be used for behavioral, attendance, academic issues. Always set expectations and review program policy & procedures during program orientation on day one.

1. Verbal Warning - Instructor
2. Student one-on-one conference - Instructor
3. Student services conference (parents must attend with high school student)

AGE students – AGE Supervisor or Assistant Director

CTE students – Program Supervisor or Assistant Director

4. Student expectation contract conference– student signs contract
Program supervisor, student, and administration
5. Referral to Discipline Committee – Meeting with Director, Assistant Director, Program Supervisor, student, and parent if applicable

Dress Code/Appearance

According to the FS 1001.43, Flagler County School Board has the right to adopt programs and policies to ensure the safety and welfare of individuals and to establish an atmosphere at the school that will provide the best environment for educational and learning purposes. Students must dress and groom themselves to meet fair standards of safety and health; not to cause substantial disruption of the education process.

For programs that require uniforms all students must be attired in the appropriate and clean uniform while on campus and during externship.

The following general rules apply to dress code:

1. Short shorts/micro-mini skirts or dresses are acceptable if they are within 4" above the knee.
2. Hats, headgear, or any head covering (bandanas, sweatbands, du-rags) are not allowed.
3. No undergarments are to be seen at any time.
4. Wearing apparel, which tends to identify association with secret societies or gangs as prohibited in Florida Statutes are not allowed.
5. No sunglasses can be worn inside buildings.
6. All chains and jewelry that hang outside of clothing are not allowed.
7. Any jewelry or accessory that presents a safety or health hazard or causes a major disruption to the educational process is not allowed.
8. Footwear that is a safety hazard will not be allowed, (ex. footwear with wheels or slippers.) Footwear determined by staff to be unsafe for school, labs, work activities, externships may be prohibited by school administration.
9. All clothing must be the appropriate size for the student; it may not be oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at waist level and not below the waist.
10. Tattoos deemed inappropriate by staff must be covered.
11. Bare midriff tops, halters, revealing tops, tank tops, muscle shirts, mesh clothing, see-through clothing, and blouses or shirts with string straps are not allowed.
12. Underwear and sleepwear as outer clothing are not allowed.
13. No trench coats.

14. Clothes that show profanity, violence, sexually suggestive phrases or pictures, gang related symbols, alcohol, tobacco, drugs or advertisements for such products or other phrases or symbols deemed inappropriate by administration will not be allowed.
15. Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted.
16. Clothing must be free of holes or rips that are 4" above the knee. This can cause a distraction to the educational environment.
17. Students are required to wear **School IDs** at all times. The student's ID must be worn above his/her waist and be visible at all times. Furthermore, the ID should not be altered in anyway.

Students inappropriately dressed may be asked to leave campus and return in dress that meets code.

Food

Food is not permitted in any classroom. A covered beverage is permitted in the classroom at the discretion of the instructor. **Food and drink are not permitted near any computer.**

Grading/Evaluation System

Flagler Technical College's grading system is as follows:

90-100	A
80- 89	B
70- 79	C
60- 69	D
Below 60	F

Program progress will be evaluated in the areas of theory, classroom skills, externship performance and behavior (health science programs), attitude, attendance and employability skills. Grade reports for completed classes will be issued at the conclusion of every term. Some programs have specific grade requirements.

Students who successfully master all program competencies and complete the program's designated hours will be eligible for graduation. Obtaining the required grade equivalent/scale score on the CASAS GOALS is an exit requirement for some programs. A Certificate of Completion will be issued upon successful completion of the program and, when applicable, CASAS GOALS requirement.

Students who successfully completed a class under the specific program will have acquired post-secondary vocational credit.

Media Services Plan

Media services for Flagler Technical College are made available to students and staff through our learning commons located on our Main Campus and in our resource areas at each program's site. The purpose of these services is to assist instructors in the development and implementation of their curriculum and to serve students in the pursuit of their educational goals.

Scope & Availability of Services

The hours that program classrooms and resource areas are open and available to students are listed on course syllabi and within program offices and student areas.

The Learning Commons on the main campus is open Monday through Friday from 8:00 A.M. to 4:00 P.M. Evenings and Saturdays are available as necessary to accommodate current course offerings.

Current & Relevant Materials

The Learning Commons located on Flagler Technical College's main campus will supply and maintain library and media resources that are relevant and current to each program. Such resources include:

- Reference books - online
- Periodicals - online
- Manuals - online
- Textbooks - online
- Computer access
- Internet access
- Adobe Creative Suite for desktop publishing
- Microsoft Office 2016 or greater for word processing, spreadsheets, publishing, database and PowerPoint applications.

Each program supervisor will also maintain a resource area for their instructors and students that may also include:

- Audio-Visual material including instruction videos and/or DVDs
- Audio-Visual equipment including overhead projectors
- Lesson Plans

Learning Commons Staff & Responsibilities:

A teacher oversees the daily activities and needs of the Learning Commons. Duties include:

- Check in / out resources as necessary
- Contact students / staff requesting return of overdue resources
- Stamp "Property of Flagler Technical College" on all Learning Commons resources prior to stocking shelves
- Take a yearly inventory of all resources in the Learning Commons and provide the Director with a written inventory list.

Orientation for user groups

As part of the student program orientation, instructors review the material and resources available to students in the program resource areas as well as the policy on its use and removal

from the classroom. Also, an orientation to technology is provided twice a month for any student interested in digital literacy.

Facilities and Technical Infrastructure

Students have access to classroom computers during classroom hours. If they need access to computers outside of classroom hours, there are ten computers available in the Learning Commons on the main campus. Classroom and Learning Commons computers are maintained and serviced by the Information Technology Department. Problems may be reported by submitting a work order through School Dude (Facilities) or a Help Desk request in Incident IQ (Technology).

Annual Budgetary Support

The Director of Flagler Technical College will set the Learning Commons budget on June of each year using the following funding sources:

- An allocation of Workforce Education Funds
- An allocation of Perkin Funds for AV materials
- An Allocation of student fees received
- An allocation of funds for emergency purchases

Annual evaluation of the effectiveness

Students will be encouraged to complete an evaluation twice yearly on Survey Monkey. Staff members bring students to the Learning Commons to administer the survey. Staff will meet after each evaluation to review what needs to be updated or changed.

Occupational Completion Points

Each student who successfully completes specific classes in each program will earn Occupational Completion Points (OCP). To earn an OCP, students must demonstrate mastery of the required skills for each class. Students may request individual OCP certificates for a fee of \$30.00 per certificate.

Placement Services & Follow-Up Written Plan

Flagler Technical College ensures that students are provided information about opportunities for employment and that there is a method in place for employment follow-up, verification, and documentation. While FTC cannot guarantee job placement to students, the College does have methods to assist students in finding employment.

Responsibilities

Responsibility for coordination and implementation of all follow-up activities related to student placement is a joint effort between the Registrar, Program Supervisor, and Student Services:

- The Registrar is responsible for follow-up and data collection for completers and employers of completers,
 - Information collected is focused on program effectiveness for various modes of delivery and relevance to job requirements through completed surveys,
 - Placement and follow-up information used to evaluate and improve the quality of program outcomes,
 - This information is made available twice per year to all instructional personnel and administrative staff to support progressive program improvement and outcomes,
- The Program Supervisor is responsible for maintaining strong relationships to local industry employers and developing new employer connections,
- The Student Services Specialist is responsible for offering assistance and guidance to students to help them reach their academic and career goals.

Collection of Information

Information is collected from completers and employers of completers at the end of the program. The Program Supervisor will submit the Employer Follow-up form to the Registrar. The Registrar will send the employer a satisfaction survey. The students fill out an exit interview form.

Information Collected

The type of information collected from the employer is about the students' technical and academic skills. Information about appearance, professionalism, and customer services skills is also collected.

The information collected from the completers is about the facilities, hours of operation, and learning environment. Information about the instructor's teaching abilities and the program organization is also collected.

Information Used to Improve Quality

The faculty and staff use the information collected to analyze what we are providing in the classroom compared to what employers and students are the outcomes. If we find any discrepancies we will make improvements to the program, the instruction, and/or the equipment.

Follow-Up Activities

Upon completion of a program, graduate students must complete a Student Employment Follow-Up document which updates student information and, if applicable, employer information

if the student has become employed. If the graduate is employed an Employer Survey is sent to his/her employment for completion.

If the graduate is not employed it is the responsibility of the Program Supervisor or Teacher and support staff to contact him/her on a monthly basis to inquire of his/her employment status and to inform the graduate of employment opportunities when possible. Contact may be in the form of email or phone calls to the graduate. Contact logs must be kept to track communication with the student.

Resources

FTC provides the following services to aid students in securing employment:

- Interagency collaboration with local job service agencies (CareerSource, Spherion),
- Job opportunity websites on Learning Commons computers,
- Job board listing current employment opportunities in and around Flagler County,
- Contact information to local business partners,
- Externships within the health science programs,
- State certification preparedness,
- Resume writing assistance, interview skills coaching, and job application assistance.

Flagler Technical College ensures that students are provided information about opportunities for employment. **While FTC cannot guarantee job placement to students, the College does have methods to assist students in finding employment**

Review Annual Basis

Graduate information, employer information and follow-up data are to be collected and graphed for analysis and dissemination to staff and faculty at the start and mid-point of each school year. Data collected is to be used for analysis of program effectiveness, relevance to job requirements, assistance with job placement and the successfulness of follow-up techniques.

Graduates are welcome to utilize the Learning Commons and job board at FTC for employment opportunities. Graduates may contact instructors within the program to inquire about employment opportunities.

Student Intent to Graduate

Students are required to complete a *Student Intent to Graduate* application one month before completing their program. This form will release your certificate and allow you to participate in the Flagler Technical College's graduation ceremony. Students must present the form to the registrar who will ascertain successful completion of the basic skills assessments, if applicable, and all financial obligations have been met. The completed application must then be dropped off to the Main Campus front desk for the Program Supervisor who will ascertain if successful academic skills have been met at the completion of the student's program. Once all

requirements have been determined complete, the student's Certificate of Completion will be prepared.

A student's certificate may be placed on hold because of financial, academic, or basic skills assessment requirements not being met at Flagler Technical College. A hold will prevent the student from receiving their certificate(s), applications, or transcripts until the appropriate obligation is met.

Graduation will take place in May of the current school year. Commencements will include students who completed programs and earned certification any time during the current school year. A non-refundable graduation fee is included in all program fees.

Exit Survey-Students leaving a program at any point will complete a *Program Exit Survey* form. Data from these forms will be compiled, shared with faculty and staff and utilized to eliminate any problems identified in the survey.

Technology Policy

Students will sign an agreement stating that they will use all technology appropriately. There will be no surfing inappropriate websites, accessing personal email sites, or misusing equipment at any time. Students are asked to immediately report any inappropriate site they may have inadvertently accessed to their instructor. This allows for site blocking by district IT staff to prevent children in the school district access to this inappropriate material.

Students are reminded that the computers are monitored continuously by the Information Technology Department.

Students will also sign an agreement on Video/Photography Permission allowing the district to use their video or pictorial image for marketing use. Students may decline to have their image used.

Transcripts

Official and unofficial transcripts will be provided to graduates at no charge. To request additional official transcripts, the student must complete the *Transcript Request* form and submit it and \$10.00 cash or check to the registrar. Please allow 30 days for processing.

Visitors

Visitors of students are not allowed at FTC. In cases of emergency, persons needing to speak to students must contact the administration office Receptionist or Program Supervisor who will in turn contact the student.

Visitors to the Commercial Vehicle Driving and Heavy Equipment Operations Technician programs at Flagler Technical College Industrial Center (245 Education Way) must make an appointment through the Program Supervisor prior to visiting the campus.

Health and Safety Policy & Procedure

Flagler Technical College shall comply with the current Flagler County School Board Policies regarding District health and safety policies as written in *Chapter 8, Policies 801-832*, of the Flagler School Board Policy Manual. This chapter can be viewed at: [FCSB Policy Manual-Chapter 8 Policies 801-832](#)

Flagler Technical College shall comply with the Flagler County School District data security policies as written in *Chapter 3, Policy 321 Electronic Systems Responsible Use*, of the Flagler School Board Policy Manual. This chapter can be viewed at: [FCSB Policy Manual-Chapter 3 Policy 321](#)

General Campus Information

Data Security

FCSD Technology Department provides a framework of support & assistance for the implementation, maintenance and reliability of computer hardware and software. The Technology Department is tasked with the coordination of installation, testing, training, privacy, safety and security of data through the district.

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal laws relating to "Family Educational and Privacy Rights" and "Privacy Rights of Parents and Students." The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the Procedures Manual Concerning Student Education Records. Included shall be provisions of the No Child Left Behind Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain non-emergency medical examinations.
- II. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- III. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- IV. Reporting of student data base information shall comply with these safeguards.
 - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
 - C. Data shall be protected from unauthorized use at all times.

- V. Social Security Numbers may be collected from students
 - A. To be used as student identification numbers as required by 1008.386, F. S.;
 - B. To facilitate the processing of student scholarships, college admission and other applications; and
 - C. For other purposes when consent of the parent or adult student is granted.

School district staff will submit a Help Desk Ticket to the Technology Department when technological issues arise.

Flagler Technical College utilizes FOCUS School Software, a contracted web-based program, as its student information system. FOCUS utilizes and maintains its own technology system and backup network for the stabilization of all information stored for FTC.

Health and Safety Plan

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. Postsecondary institutions participating in Federal Student Aid programs must disclose campus security policies and certain crime statistics. The Annual Safety Report of FTC may be viewed on the website at [FTC Annual Safety Report](#)

Accidents/ Injury Plan

First aid kits are provided in every classroom and in each work area for students or staff to use to treat minor injuries or illnesses.

Reporting & Investigating Accidents

Teachers and/or the of a program supervisor will respond immediately if a student becomes seriously ill, has a serious accident and/or incident or has an emergency health care need by:

- Assessing the situation immediately,
- Assisting the student immediately to determine the course of action
- Contacting Emergency Services (ES) by dialing 9-911 if the situation warrants
- The day teacher will notify the front desk of the situation. Evening teachers will dial 9-1-1
- The teacher will remain with the student until ES arrives and provide ES with student information including medical data provided by student at registration
- The teacher will contact the program supervisor or teacher if he/she is not on campus
- The program supervisor or teacher will contact the CTE Assistant Director or Director
- The teacher and/or program supervisor will call the student's emergency contact

All accidents/incidents to a student, guest or staff member must be reported to the Director or designated representative within 24 hours. **An accident/incident report must be completed online through the Risk Management Website at**

[My Flagler Schools Student Accident /Injury Reporting](#)

Annual Review

The Health & Safety Plan is evaluated on an annual basis by employees and students. The students receive the Health & Safety Plan at orientation and twice a year respond to an online survey. Employees review the Health & Safety Plan during the monthly meetings.

Annual Security Report

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013, which among other provisions, amended section 485(f) of the Higher Education Act of 1965, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements. This act also requires that Flagler Technical College circulate information regarding certain on-campus crimes to all current and potential students and to employees.

View the comprehensive report at [FTC Annual Security Report](#)

Campus Law Enforcement Authority

FTC in conjunction with Flagler County School District (FCSD) and the Flagler County Sherriff Office (FCSO) has a deputy on duty on the main campus at Flagler Palm Coast High School (FPCHS). Because FTC's main administration building and some classrooms are adjacent to FPCHS the deputy extends his campus safety authority to these areas. The officer has complete authority to apprehend and arrest anyone involved in illegal acts on the main and extension campuses and areas immediately surrounding the campuses. If minor offenses involving institution rules and regulations are committed by a student the deputy may refer the individual to the Director or Assistant Director of FTC.

Notice of Felony Charges and Hearing

Upon probable cause that a felony crime or certain misdemeanors that involve moral turpitude or if violence has been committed, a student may be suspended by the director.

Arrest by a sworn law enforcement officer will serve as probable cause for suspension. Upon conviction, the student may be recommended for expulsion.

*Adjudication of innocence or occurrence in court may not have bearing on the school board's decision. The director will determine if the student's presence at school will have an adverse impact on the school environment or other persons.

The hearing must take place within five (5) school days, but no sooner than two (2) days from the date of the notification. At the hearing the director may listen to witnesses called by the director.

The student may also present witnesses and speak on his/her own behalf. If a student does speak on his/her own behalf, they cannot be threatened with punishment or later be punished for not speaking.

The hearing will not be conducted like a court proceeding. There will be no "rules of evidence" or a court reporter to provide a transcript. After the hearing the director/designee will let the student know, in writing, if he/she is on a ten (10) day suspension.

The types of charges that will justify suspension/expulsion under provision are:

- Any felony involving violence
- Rape or sexual batter
- Lewd and lascivious act on a student under 16 years of age
- Concealed weapons
- Armed robbery
- Sale or possession of illegal drugs
- Possession of a bomb
- Any felony involving the use of a firearm
- Battery on a school system employee or official
- Aggravated battery

Personal Protective/Safety Equipment

Each program will be equipped with specific personal protection and safety equipment relevant for the course of study and industry precautions.

Response To Emergency Incidents

FCSD and FTC maintain the following actions in response to emergency situations:

Lockdown Procedure

Purpose: The Lockdown Procedure is used when there is a threat of violence or series incidents that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.).

A common, unified terminology between Flagler County School District and Flagler County Sheriff's Office is the best defense in emergency situations. This document will help define expectations and procedures so we are all working toward the same goal-safety for all students and staff.

It is imperative that we have:

- Uniformity in words and actions
- Consistency and standardization in communication
- Transparency in our efforts to make school safety a priority.

Building administrators will announce a change in status either through email or intercom and give whatever pertinent information is available.

Flagler Schools

STANDARD RESPONSE PROTOCOL



HOLD! In your room or area. Clear the halls.

STUDENTS

- Clear the hallways and remain in room or area until the "All Clear" is announced
- Do business as usual

ADULTS

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

- Return to inside of building
- Do business as usual

ADULTS

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

- Recover students from hallway
- Ensure classroom doors are LOCKED
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

ADULTS

- Lead students to Evacuation location Account for students and adults
- Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

- Use appropriate safety strategy for the hazard

Hazard

- Tornado
- Hazmat
- Fire

Safety Strategy

- Evacuate to shelter
- Seal Room
- If you see/smell smoke evacuate the building

ADULTS

- Lead safety strategy
- Account for students and adults
- Notify if missing, extra or injured students or adults

Updated 7/11/23



Always stay vigilant and report all suspicious activity. In an emergency, call 911.

Evacuation

EMERGENCY PROCEDURE CHECKLIST

FIRE/EXPLOSION EVACUATION

A. First Report

In case of fire, pull the closest fire alarm. The individual should also notify FTC Director or Assistant Director. It is the responsibility of the Director or designated member to contact the fire department by calling 911 upon hearing the fire alarm or otherwise learning of a fire.

B. Evacuation

All drills will be known in advance.

Should a fire alarm go off...

- **If you see or smell smoke or a fire**, follow your evacuation procedures.
- If you DO NOT see or smell smoke or a fire, stay in place and wait for instructions;
- The safety team will assess the situation and make a determination regarding the alarm;
- An All-Call by radio will be made and an email will be sent providing instructions on how to proceed and we will communicate clearly whether to stay in place or safely follow the evacuation routes and assignments located in their classrooms/offices.
- Suggest that we lock our doors if we do not see or smell smoke and/or a fire until administration notifies us that we are clear and safe.

C. Satellite locations

All incidents must be reported to the Director.

D. Actual Fire

In the event of an actual fire, the fire department and law enforcement agency shall serve as the lead agencies regarding campus safety and security.

E. Severe Weather Evacuation

When severe weather warnings require evacuations to safe areas, all staff, instructors and students will report to their assigned evacuation stations.

- Main Campus: Administration, support staff, Adult General – down inner hallways
- Main Campus: Cosmetology-Follow FPCHS Security Procedures Manual.
- Industry Center: Commercial Vehicle Driving-inner building.

Safe Internet Access

FCSD and FTC will provide safe internet access on campus as required by the Children's Internet Protection Act (CIPA), an Internet filter is maintained by the school district for school use on all school devices. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Flagler County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. Flagler County Public Schools will not be responsible for any harm suffered while on the network or the Internet. Staff and students will be allowed access to the Internet at FTC through the district's network and will sign Responsible Use Agreement.

Sex Offense Policy

Sexual assault is a serious crime which has a major impact on the campus as well as those who are victimized. FTC will not tolerate sexual assault in any form, including date rape, domestic violence, sexual assault, and stalking. It is the policy that the Flagler County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse. The complete text of the district's dating violence and abuse policy is may be viewed at [FCSB Policy-Chapter 5, Code 544](#).

If staff, students, or guests are a victim of sexual assault at this institution, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. FTC authorities strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. If possible, it is recommended that the assault be reported directly to local law enforcement and to an FTC campus official.

When FTC is notified that a rape or sexual assault has occurred to a student, guest or staff member the College must protect the identity and right to privacy of the rape survivor and the alleged perpetrator. Any student, guest or employee reporting a sexual assault to safety authorities will be treated with respect and sensitivity. Additionally, students, guests and staff who believe they have been sexually assaulted and wish further information or assistance may contact FTC's Director or Assistant Director. All reported cases will be referred to the FCSO and the FCSD.

Sex Offender Registration Policy

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The relevant web site addresses for obtaining this information in Florida is: [Florida Sexual Offenders and Predators Search](#)

Student Records/Release of Student Information

Flagler Technical College maintains a file of records for each student. These records include both educational and financial records. Student education records contain documents and information directly related to a student and is maintained in connection with the student's attendance at FTC. The following are required documents to be contained in a student's record: copy of photo ID, social security, authorization for release of information, Florida residency, learner's rights & responsibilities, student acknowledgement, affidavit of family ties, student fee exemption form (for programs over 450 hours). Adult General Education (AGE) students fill out the above forms and a testing agreement. AGE students under the age of 18, also fill out Under 18 GED® Waiver, **Academic Agreement, Network Agreement**, and informed consent form.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For detailed information see [Family Educational Rights and Privacy Act \(FERPA\)](#)

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
-
- Workforce Innovation and Opportunity Act (WIOA) core program partner staff and subcontractors
 - Data will be used only for the purpose of conducting an employment data match and that further disclosure of personal confidential information or records is prohibited; and,
 - Data will not be shared among Workforce Innovation and Opportunity Act (WIOA) core partners if the individual declines to share personal confidential information or records and that declining to share will not impact eligibility for services.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Schools must notify students annually of their rights under FERPA. FERPA information is published annually in the academic year Student Handbook and on the FTC website.

HIPAA

Student records are subject to the Health Insurance Portability and Accountability Act. The HIPAA Privacy Rules provide federal protection for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits disclosure of personal health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical and technical safeguards for covered entities to use to assure the confidentiality, integrity and availability of electronic protected health information.

The Health Information Privacy Act (HIPAA) creates standards to protect student's personal health information. It sets limits on the use and release of health records.

For detailed information see

[Your Rights Under HIPAA | HHS.gov](https://www.hhs.gov/hipaa/for-individuals/in-your-language/your-rights-under-hipaa)

Student Rights

Students have a right to an education, regardless of race, color, creed, religion, gender, marital status, heritage, age, disability, or sexual orientation. Some of the basic rights include the right to learn, disagree, petition, freedom of expression, publish, assembly, and privacy.

Student must not violate the rights of others; disrupt the classroom; disrupt the operation of the school; or bring drugs, weapons, or contraband to school.

Code of Student Conduct

Introduction

The purpose of this Code of Student Conduct (legal authority: F.S. 1006.07) is to provide a handbook containing information relative to policies, rules, rights, responsibilities, and disciplinary actions that may affect students as they experience the educational process in the Flagler County Public Schools. **It is not intended that this booklet be totally comprehensive, but it will reflect the basic policies and procedures in effect for this school district.**

These statements will be broadly established and the individual schools of the district may find it advisable to further refine them in order to take into account each school's particular situation and conditions. For the purposes of this Code, the term "assistant director" or "administrator" will also include "designee".

Zero Tolerance for School Related Violent Crime

The Florida Board of Education has established a **Zero Tolerance Policy** on school violence, crime, and the use of weapons as a part of a comprehensive approach to reducing school violence. It is an effort to provide an environment that is drug-free and protects students' health, safety, and civil rights. The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders in achieving this goal.

This policy requires school districts to consider the most severe consequences provided for in the Code of Student Conduct in dealing with students who engage in violent criminal acts, such as; homicide (murder, manslaughter), sexual battery, armed robbery, aggravated battery, battery or aggravated battery on a teacher or other personnel, kidnapping or abduction; arson, possession, use, or sale of any firearm, possession of a concealed weapon, possession with intent to sell a controlled substance, or possession, use, or sale of any explosive device on school property, on school-

sponsored transportation, or during school-sponsored activities. The Zero Tolerance Policy does not apply to minor discipline issues.

Reporting Concerns

Flagler Schools strongly encourages parents, students or community members to report any type of suspicious activity or other concerns (i.e. bullying) involving a student(s) as soon as possible to school based personnel. Reports can be made in person, over the phone, or electronically using our [SEE-Something? SAY-Something](#) link on our district web page. Please note in cases where somebody may be in immediate danger, we suggest you to call 9-1-1.

Discipline for Exceptional Students (ESE)

Students with disabilities are expected to comply with the Code of Student Conduct and school rules and are subject to the same disciplinary action as their non-disabled peers. There are, however, some special rules that pertain to suspensions and expulsions for those students, protected under the Individuals with Disabilities Education Act 2004 (IDEA – 2004) or Section 504 of the Rehabilitation Act of 1973. The Flagler County School District has a specific procedure for guaranteeing a student’s protection under IDEA and section 504. The IDEA 2004 Procedural Safeguards may be reviewed at the FTC’s main campus or by a request from the assistant director.

If a student with a disability receives an in-school suspension, the student's Individual Education Plan (IEP) will continue to be in effect. The student must be provided a free, appropriate public education (FAPE) as outlined in their Individualized Education Plan (IEP). The student shall be provided education and related services under the supervision of an Exceptional Student Education (ESE) teacher, in accordance with their specific IEP provisions. Suspensions totaling more than 10 days, without special education services being provided in accordance with the IEP, is a violation of FAPE under IDEA.

A student with a disability may be suspended from school just like any other student. During the 10 days of an out-of-school suspension in any one school year, a student with a disability may receive educational services during the suspension. If there are more than 10 days of out-of-school suspension during the school year, the IEP team will convene to review services and complete a “Manifestation Determination”. A Functional Behavioral Assessment and a Behavior Intervention Plan shall be considered at this time.

Investigations at School

Criminal

School-based student discipline is the responsibility of school administration. However, in the instances where a crime may have been committed, or if there is a threat of injury to a person or property, Law Enforcement should be involved as the trained professional to handle such situations.

If appropriate, the Director/designee must be present during the questioning of students by Law Enforcement concerning crimes committed. If a student is arrested and/or taken into custody, law enforcement and school personnel shall utilize best efforts to immediately notify the parent/guardian (If under 18).

Administrative

If a student is suspected of violating the Code of Student Conduct, school officials can question him/her without first contacting the parent (if under the age of 18). The student does not have the right to have a parent present or a right to an attorney when questioned.

Victim or Witness

If a student is a victim or witness, law enforcement or administrative investigators are allowed to question the student without first contacting the parent if applicable. If the investigation involves child abuse, the official conducting the investigation will decide who can be present during the interview.

Removal of Student from School Property

If a student is a witness, the police cannot remove him/her from school property without a subpoena or first obtaining the consent of the parent (if under the age of 18). If a student is subject to arrest, with or without a warrant, the officer can remove him/her without the parents' consent (if under 18) or the consent of school officials. The administrator/designee will attempt to notify the parent before the student is removed or as soon as possible after the removal.

Prohibited Items and Contraband

Students should not bring items to school, which are not required to participate in school activities or lessons. All weapons (including toys and replicas) are prohibited. A weapon is defined as any item, which could be used to cause injury, induce fear of injury, or common items used in a harmful or threatening way. Examples include air soft guns, knives of any kind, fireworks, box cutters, ice picks, pepper spray, etc.

For purpose of this Code, "contraband" is any item or substance that is prohibited by federal and/or state law, School Board rule, or this Code from being used or possessed on School Board property, a school bus or school-approved transportation, or at any school-related function or activity. Contraband includes, but is not limited to, drugs, drug paraphernalia, alcohol, unauthorized non-prescription medications, tobacco, weapons, ammunition, matches, lighters, laser beam devices, firecrackers and fireworks, pornography, and gang- related signs or symbols. Students are not permitted to sell any personal items at school.

Search and Seizure

Students, their lockers, vehicles, and other possessions are subject to search upon reasonable suspicion that they may possess drugs, other prohibited substances, objects or contraband, while on school property or wherever students are under school supervision, such as school activities, functions and events.

The routine checks by sniff-screening dogs are not considered a search by law. They are a safety measure to help ensure a safe and healthy learning environment (FS 1006.09 (9)).

Video Surveillance

All Flagler schools use video surveillance in an effort to maintain safety. Video records are considered private student records unless subpoenaed.

Flag Display and Pledge

The United States flag shall be displayed daily on a suitable flag staff on the grounds of each school when weather permits. Each classroom, auditorium and other such rooms and School Board facility appropriately designated by the Superintendent, shall display the United States flag.

Wireless Communication Devices

Students may possess cellular telephones, iPads, tablets, and other wireless communication devices at school and at school functions. The device shall not be used during the school day without staff approval. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules.

Any disruptive, harassing or other inappropriate use of a cell phone or wireless communications device in violation of this policy or school rules, shall be cause for disciplinary action, including confiscation of the device as contraband and, in the event of repeated or serious misuse, loss of the privilege to possess such a device on school property or while attending a school function.

Inappropriate use includes, but is not limited to: (1) texting, phoning or web browsing during prohibited times; (2) taping conversations, music or other audio at any time; (3) photography or videography of any kind at any time; (4) "sexting;" and (5) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers and other staff members.

When there is reasonable suspicion that a student has used a cell phone or wireless communication device in violation of the Code of Conduct or other school rules, or for an unlawful purpose, the school

administration may review the phone's call log, voice messages, text messages, photographs and any other applications in furtherance of its investigation of the suspected violation.

Staff are not required to investigate theft of any personal electronic devices; students are encouraged not to carry electronic items not issued by the school district.

Instructional Technology

The district recognizes the value of instructional technology as a tool that assists student achievement within the classroom. Students may possess an instructional technology device and utilize it as an instructional tool in the classroom with the consent and under the direction of the school administration/staff, as it pertains to the current curricular unit, lesson, etc., and only within the scope and sequence of the District's Acceptable Use Policy. The complete board policy can be accessed at the following link: [Electronic System Responsible Use Agreement](#)

User Guidelines

Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the district's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

Acceptable Use

The use of your account must be in support of education and research that is consistent with the educational goals and policies of the district. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's function; electronic mail, conferences, bulletin boards, data bases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

Privileges

The use of Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use. Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.

"Netiquette"

You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

Unacceptable Uses of the Network

- Using the Internet for illegal purposes;
- Violating student or staff's rights to privacy;
- Using the Internet without application of common sense;
- Using profanity, obscenity, or other language which may be offensive to another user;
- Sending or receiving pornographic text and/or graphics;
- Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
- Role playing games;
- Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secrets;
- Reporting personal communications without the author's prior consent; and,
- Using for commercial activities, product advertisement, or political lobbying.
- Cyberbullying in any form, which may include efforts to harass, threaten, embarrass or intimidate students or school staff through the use of an electronic device.

When there is reasonable suspicion that a student has used an instructional technology device in violation of the Code of Conduct or other school rules, or if used for an unlawful purpose, the school administration may review the device's applications in its investigation of the suspected violation.

Network Warning

With access to computers and to people all over the world, there will be some material that may not be considered to be of educational value. There may be some material, individual contacts or communication, which is not suitable. The FCSB supports only those materials, which will enhance the research and inquiry of the learner within the context of a school setting.

However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The FCSB cannot prevent the possibility that some users may access material that is not consistent with the school district's educational mission, goals and policies.

Network Resources

Classroom resources will be expanded enormously by making information and people from all over the world available to students, teachers, and others. It brings instant access to original source

material, general information, data, images and computer software. It makes contact with people possible, bringing into the classroom experts from all over the world. Such access spawns individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

Misconduct That May Result in Discipline

(including suspension, reassignment or permanent program withdrawal)

A violation of any school rule will result in disciplinary action. Disciplinary actions include, but are not restricted to, the following: verbal reprimand/warning, counseling, denial of privileges, removal from class or school activity or permanent program withdrawal.

You are expected to behave at school and during school activities. You will be disciplined if you do anything at school (or attempt to do anything) or during school activities that violates a school rule or may:

- hurt, harass or threaten others
- damage property
- disrupt class or school
- violate a criminal law

Specific Acts

Listed below are some acts that fall within four types of misconduct. These acts are not the only acts that will result in discipline. They are only examples. Other acts that are not listed below may result in discipline if you should have known that the act might hurt, harass or threaten others, damage property, disrupt class or school, or violate a criminal law. Some, but not all, of the acts that will result in discipline are:

1. Ammunition Possession: Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.
2. Assault on Employee (non-SESIR) An intentional threat on an employee (to include all FCSB staff) by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
3. Assault on Student (non-SESIR): An intentional threat on a student by word or act to do violence to another person, coupled with an apparent ability to do so, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting him or her to physical attack.
4. Cheating / Plagiarism: Willful or deliberate unauthorized use of the work of another person for an academic assignment or test. In addition to corrective measures, the assignment, quiz, or test will be scored as 0.

5. Chemical Spray Misuse: Use of a spray item with malicious intent or the intent to cause harm or a disruption.
6. Computer/Technology Mischief (Minor): Use of technology/computer resources in an unacceptable manner, but without meaning to harm others. Examples might include, but are not limited to: accessing unauthorized websites, games, etc.
7. Computer/Technology (Major): Misuse of a computer/technology with malicious intent. Examples may include, but are not limited to: "system hacking" or making unauthorized changes to operating systems, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, etc.
8. Defiance/Insubordination: Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.
9. Disrespect: Conduct or behavior, which demeans, shames, irritate, humiliates, or embarrasses a person or group of persons.
10. Disruption: (Level 1) Non-threatening activity that is not appropriate in a school setting and/or is disruptive to the learning process. Engaging in loud or rough behavior that interferes with the safe and purposeful order of a school. Examples include, but are not limited to: horseplay, chasing another student in the hallway or classroom, etc. (Level 2) Behavior, which disrupts the educational process or causes safety concerns on campus. (Level 3) Behavior that causes a major disruption to the educational process or causes safety concerns on campus.
11. Drug Paraphernalia (non-SESIR): Possession of any item used to smoke, ingest, or apply illegal, prescription, or over-the-counter drugs. Examples include, but are not limited to: pipes, papers, or other devices used to smoke or ingest marijuana or other illegal substances.
12. Explosives: Unauthorized possession and/or igniting of explosive device.
13. Extortion: Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.
14. Failure to Sign In: Failure to comply with school policy for signing in to classes.
15. False Accusation Against Staff: Intentionally making any claim against a staff member that is unfounded.
16. False Reporting: Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.
17. Fighting Mutual (non-SESIR): Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND the engaged party stops on verbal command.
18. Fireworks: Unauthorized possession and/or igniting of fireworks or firecrackers.
19. Forgery (Checks): Submitting a check with either a false signature or other false information on the check or under false pretenses.
20. Forgery/False Document: The making of false or misleading written communications to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
21. Hit/Striking: Non-mutual physical contact with malicious intent, but without injury to the victim.

22. ID Violation: Failure to wear the required school ID as required in the dress code. This would also include alteration or destruction of the school issued ID.
23. Inappropriate Touching/PDA: Engaging in clearly inappropriate contact not suitable in a school setting.
24. Misconduct: Engaging in behavior not appropriate for the school setting, whether disruption to the educational process or not and causes a safety concern on campus.
25. Misuse of Program Equipment: (Minor) Use of program equipment in an unacceptable manner, but without meaning to harm others. (Major) Misuse of a program equipment with malicious intent.
26. Off-Campus Felony: Any charging affidavit listing a felony crime for a student will be reviewed to determine if the student's presence may have an adverse effect on the school environment.
27. Possession of a pocketknife: Possession of a knife without intent. These knives are typically expected to be four inches or smaller when closed and have a hinged blade that closes into a covering, without a locking mechanism to keep the blade secured in an open position.
28. Possession of Stolen Item: Possession of an item stolen by someone else.
29. Possession of Prohibited Items: Possession of any item not required for school/educational lessons.
30. Pornographic Materials: Possession of adult pornographic materials. Does not include possession of child images or materials.
31. Profane Language: The use of either oral or written language, gestures, objects, or pictures which are inappropriate for the school setting or which tend to disrupt the orderly school environment, a school function, or an externship setting.
32. Profanity to Staff: Any use of profanity directed at any Flagler County School Board staff member.
33. Secret Society: Participating or joining in the initiation to any group that is not approved by school administration.
34. Sexting: Sending, or receiving without immediate deletion, any inappropriate texts, emails, messages, photos, etc. of a sexual nature on campus.
35. Slur (Federally Protected Groups): Use of inappropriate words with negative connotations, including verbal and written, words directed at a etc. certain individual or group of individuals. Examples include, but are not limited to comments based on race, gender, religion, ethnic background, sexual orientation, etc.
36. Social Media: Use of social media on campus, school functions, school sponsored events, or externships with malicious intent.
37. Testing Misconduct: Not following testing policies and procedures set forth by state, district, or classroom guidelines that may jeopardize the integrity of the test but does not meet criteria for cheating/plagiarism. Examples include but are not limited to: having cell phone out during testing, talking, leaving the testing area without permission, etc. Testing misconduct may result in receiving a zero or invalidation of the test.
38. Theft: Stealing of an item.
39. Threat to Harm (non-criminal): Making a verbal or written statement, which does not meet the criteria of criminal assault. A low-level threat that poses minimal risk to the victim and

public safety. The threat is vague and indirect; the information contained in the treat is implausible or seems unlikely to be carried out.

40. Threat to Property of Staff: threat to harm property of a staff member. Examples might be written or verbal threats made directly to the staff member or shared with other students or staff. This could include a threat to vandalize a staff member's car or break into a home.
41. Tobacco/Electronic Cigarettes Possession/Use/Distribution (18 and Older): Use of tobacco products in sight of or near (1000 feet) schools is illegal.
42. Trespassing: Any unlawful presence on school property.
43. Unauthorized Photograph/Recording: Recording/photographing anyone through the use of electronic devices to include but not limited to: videotaping, audio recording, photographing, etc. without administrative or staff approval.
44. Under the Influence (non-SESIR): Student is under the influence of some substance as determined by physical response to stimuli or inability to perform in the normal manner of the student without other medical explanation.
45. Vandalism: Destruction, damage, or defacement of school or personal property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
46. Vehicle Violation: Any misconduct that involves misuse of a vehicle. An example may include but are not limited to: speeding on campus, parking in an unauthorized location, etc.
47. Violation of Restriction Notice: Violating the rules and guidelines that are set forth in a school based restriction notice which are put in place to help keep students safe and engaged in learning.
48. Vulgarity: Engaging in inappropriate physical actions or words usually of a sexual nature, but without meeting criteria for sexual harassment.

Offenses That Require Specific Consequences

In General, (SESIR)

There are some offenses that result in a specific consequence. These acts of misconduct are the most serious. All infractions must be reported to the Director. A student who commits these offenses may also be subject to criminal proceedings. These offenses must be coded into data using SESIR (School Environmental Safety Incident Reporting) codes for data collection by the Florida Department of Education. The definitions of these events are provided directly by the FLDOE.

1. Alcohol possession/Use/Sale: Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
2. Arson: Intentionally setting a fire on school property. To damage of cause to be damaged, by fire or explosion, any swelling, structure, or conveyance, whether occupied or not, or its contents.
3. Battery with Injury: Physical attack/harm. The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law

enforcement and result in more serious bodily injury. (To distinguish from fighting, report an incident as battery only when the force or violence is carried out against a person who is not fighting back.

4. Breaking and Entering into a Building or a Vehicle/Burglary: Illegal entry into a facility. Unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s).
5. Bullying (repeated): Intimidating behaviors. Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
6. Disruption/Disorderly Conduct: Major disruption of all or a significant portion of campus activities and school-sponsored events. Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.) Any incidents meeting this definition require a referral to mental health services.
7. Drugs Distribution (Excluding Alcohol): (Illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance including false substance used as a drug.
8. Drug Possession/Use: Illegal drug possession or use, including false substance used as a drug. The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
9. Fighting (Mutual): Mutual combat, mutual altercation. When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Does not include lower level fights involving pushing, shoving, or altercations that stop upon verbal command.)
10. Harassment: Insulting behaviors. Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.
11. Hazing: Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a post-secondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in

extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student." *Hazing may consist of activities that occur on or off school grounds.*

12. Homicide: Murder, manslaughter. The unjustified killing of one human being by another.
13. Kidnapping: Abduction of an individual. Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
14. Other major crime: Major incidents that do not fit within the other definitions. Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: Student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.
15. Physical Attack: An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
16. Robbery (forced): Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
17. Larceny/theft over \$300: Taking of property from a person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.
18. Sexual Assault. An incident that includes threat of rape, fondling, indecent liberties, child molestation, or sodomy.
19. Sexual Battery: Attempted or actual. Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.
20. Sexual Harassment: Undesired sexual behavior. Unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation (6A-19.008(1) SBE Rule) An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.
21. Sexual Offenses (other): Lewdness, indecent exposure. Other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)
22. Tobacco/Electronic Cigarettes possession/use/distribution (under age 18): Cigarettes or other forms of tobacco. The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.
23. Trespassing: Illegal entry onto campus. To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.
24. Threat/Intimidation: Instilling fear in others. A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. Any incidents meeting this definition require a referral to mental health services.

25. Vandalism (over \$1,000): Destruction, damage, or defacement of school or personal property. The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.
26. Firearm possession/other weapons: Possession of firearms and other instruments, which can cause harm. Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, or District Code of Conduct that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.) Any incidents meeting this definition require a referral to mental health services.

Offenses with specific required responses and sanctions

Alcohol, Tobacco, and Drugs

The use, possession, delivery, or sale of alcohol, tobacco or other drugs including counterfeit or synthetic drugs, whether on school property or at a school function, will not be tolerated.

Alcohol

Students are prohibited from using, possessing, delivering, selling or being under the influence of alcoholic beverages on school property, on a school bus or school-approved transportation, or at any school-related function or activity.

Tobacco/Electronic Cigarettes

Smoking and tobacco possession is prohibited in school buildings, on school property, or at any school sponsored activity by persons of any age. All Flagler facilities and sites are tobacco-free 24 hours a day, 7 days a week. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed.

Drugs

"Drugs" shall include any unlawful drug, narcotic or controlled substance (including prescription medications), and any substance represented to be such a drug, narcotic or controlled substance. Students are prohibited from using, possessing, delivering, selling, intending to sell, or being under the influence of drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity. They are likewise prohibited from possession of drug paraphernalia, which includes devices, products and things used or intended to be used for the ingestion of drugs.

Students are also prohibited from possessing, using, delivering, selling, or intending to sell any counterfeit drug, which is a substance that (i) is represented to be, (ii) is represented to contain, or (iii) appears to be (looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate,

marijuana, alcoholic beverage, stimulant, depressant, intoxicant or controlled substance of any kind, on school property, on a school bus or school approved transportation, or at any school-related function or activity.

Use of Alcohol and Drugs

A student who is under the influence of alcohol or drugs on school property, on a school bus or school-approved transportation, or at any school-related function or activity shall be deemed to have used and possessed alcohol or drugs. Evidence of such use includes, but is not limited to a student's admission of use of alcohol or drugs on or off campus; witness statements; a positive Portable Breath Test result indicating use of alcohol red and/or glassy eyes; drooping eyelids; odor of alcohol or drugs; difficulty communicating, walking or standing; difficulty with other motor skills; or other impaired faculties.

Students who violate the District's alcohol and drug policies are subject to immediate suspension. Students must meet with the Director/designee. Student must provide proof that they have completed an approved drug or alcohol program. FS 1006.07 (2) (d) *The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Information about drug and alcohol counseling is available to students through counselors at each school.*

Students who engage in the sale, intent to sell, purchase, or distribution of unlawful drugs or alcohol or the involvement in negotiating the sale or purchase of unlawful drugs or alcoholic at school or at a school activity will be immediately removed from their program, and may be subject to arrest and prosecution.

Program Removal – Waiver

Any student who is subject to discipline for unlawful possession or use of any substance controlled under chapter 893 may be entitled to a waiver of the discipline: FS 1006.09 (2)

- (a) If the student divulges information leading to the arrest and conviction of the person who supplied the controlled substances to him or her, or if the student voluntarily discloses his or her unlawful possession of the controlled substance prior to his or her arrest. Any information divulged which leads to arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging the information.
- (b) If the student commits him or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Policy Guidelines to Prevent Bullying, Harassment, Sexual Harassment; Prohibition of Harassment; and Grievance Procedure for Students Alleging Unlawful Discriminations or Harassment

Bullying and Harassment

Students and employees should be provided a safe and secure learning and work environment, free from bullying and harassment of any kind. The complete text of the

School Board's bullying and harassment policy is set forth in [Bullying and Harassment FCSB Policy 511.2](#)

Statement Prohibiting Bullying and Harassment

It is the policy of the Flagler County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

The district upholds that bullying or harassment of any student or school employee is prohibited:

- During any education program or activity conducted by a public K-12 education institution;
- During any school related or school sponsored program or activity;
- On a school bus of a public K-12 educational institution;
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school sponsored program or activity; or
- Through the use of data or computer software that is accessed at a non-school related location, activity, function, or program that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the alleged victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff are not required to monitor any non-school-related activity, function, or program.

Definitions

Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

Bullying includes **cyberbullying** and **cyberstalking** and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further

defined as unwanted and repeated written, verbal, or physical behavior including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve but is not limited to:

Teasing

Social Exclusion

Threat

Intimidation

Stalking

Cyberstalking

Physical Violence

Theft

Sexual, religious, or racial harassment

Public or private humiliation

Destruction of property

The term bullying shall include cyberbullying whether or not specifically stated.

Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyberstalking as defined in s. 784.048(1)(d), F. S., means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
- D. has the effect of substantially disrupting the orderly operation of the school.

Bullying, Cyberbullying/Cyberstalking and Harassment also encompass:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment

Reporting an act of bullying or harassment that is not made in good faith is considered retaliation perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee. A. Incitement or coercion; Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system or computer network within the scope of the District school system; acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Behavior Standards

The Flagler County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline.

The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members.

Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

Consequences

Committing an act of bullying or harassment

- Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including suspension or expulsion, as outlined in the Student Code of Conduct.
- Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
- Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Wrongful and intentional accusation of an act of bullying or harassment

- Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
- Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined in accordance with District policies, procedures, and agreements.
- Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement official.

Reporting an Act of Bullying or Harassment

The Director/designee shall be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director/designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the Director/designee.

Students who are victims of bully or harassment by other students should report to the school administration (i.e., teacher, program supervisor, Assistant Director/designee, Director/designee). Students who are victims of bully or harassment by employees or volunteers should immediately

report the situation to the Assistant Director/designee, Director/ designee, or Superintendent/designee.

Any staff member who becomes aware of an allegation of bullying or harassment of a student shall immediately report that allegation to the school administration or to the Superintendent/designee whether or not the staff member feels the allegation is well founded.

All complaints will be investigated promptly, in a fair and adequate manner. An attempt will be made to complete the investigation within thirty (30) days although certain cases may take longer because of unavailability of witnesses, vacation or other school holidays or other extenuating circumstances. Confidentiality will be protected to the extent possible.

A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in Flagler County Schools shall subject that student to disciplinary action for serious misconduct, including permanent withdrawal.

Training

All administrator/designees and supervisors are responsible for assuring that their staff members are familiar with the policy on bullying and harassment and that new employees are oriented as necessary throughout each school year.

As part of the review of the Code of Student Conduct at the beginning of the school year, this policy will be discussed in student orientation, classes, school advisory councils, and associations. Students will be provided a hard copy upon request at the main campus.

Complaint Procedure

- **Informal discussion** — if a student believes there is a basis for a complaint, he or she shall discuss the complaint with his or her immediate teacher or a school administrator/designee (except in cases of discrimination or harassment allegations involving the teacher or a school administrator, in which case they can report and discuss the issue with the Director/designee or the Superintendent/designee) within thirty (30) days.
- **Level one** — if the complainant is not satisfied with the informal discussion, he or she may, within ten (10) days, file a formal complaint with his or her Assistant Director/designee. If the complaint involves the Assistant Director/designee, it may be filed with the Director/designee. The Assistant Director/designee, or the Director/designee, shall communicate an answer in writing to the complainant within ten (10) days after receipt of the complaint.
- **Level two** — if the complainant is not satisfied with the resolution at level one he or she may, with ten (10) days of the answer, file a copy of the complaint with the Superintendent/designee. Within ten (10) days of receipt of the complaint the Superintendent/designee shall indicate his or her disposition in writing to the complainant.
- **Board Appeal** — if the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board Agenda is filed within ten (10) days.
- **Confidentiality and protection** from retaliation will be provided to the extent possible to any student who alleges unlawful discrimination or harassment.

Chemical and Biological Attack or Threats

If you are involved in the making of a chemical or biological attack or threat against the school, a school function, or any student or school personnel at school or a school function, you will be removed from the program and must obtain counseling services. You will also be reported to law enforcement for prosecution to the fullest extent of the law. This applies whether or not the attack or threat is real or fake.

Dating Violence and Abuse

It is the policy that the Flagler County School District that all of its students have an educational setting that is safe, secure, and free from dating violence and abuse. The complete text of the district's dating violence and abuse policy is may be viewed at [Dating Violence and Abuse Policy - FCSB Policy 544](#)

Possession of a Weapon on School Property or at Any School Function

No student shall carry or possess or have under his or her control while at a school building, school function, on school property (including any personal vehicle) or on a bus or other transportation furnished by the school any weapon or explosive compound. "Weapons" means and includes any gun, knife, or other instrument that may cause bodily harm to another individual.

Zero Tolerance Relating to Firearms in Vehicles on School Property

It is the policy of the School District of Flagler County Florida, that any student SHALL NOT bring any firearm or weapon onto school property.

Weapons-Guns

Any student who brings guns or explosives onto a school campus or school function shall be withdrawn from the school for no less than one calendar year. Other students who handle, use, or possess guns or explosives shall be recommended for withdrawal by the Assistant Director for not less than one calendar year.

Criminal prosecution will be pursued in these instances. (F.S. 1006.13(2), as defined in 18 U.S.C.s. 921)

Amnesty Clause

When a student discovers they have inadvertently brought a weapon on campus or in their vehicle, they must immediately notify an administrator/designee or teacher. The weapon will be turned over to school personnel and or the school resource deputy. The student may not be disciplined if he/she follows this procedure.

Felony Charges and Convictions for Off-Campus Conduct

Notice of Felony Charges and Hearing

Upon probable cause that a felony crime or certain misdemeanors that involve moral turpitude or violence has been committed, a student may be removed from class until the start of the next class by the Director/designee.

Arrest by a sworn law enforcement officer will serve as probable cause for suspension. Upon conviction, the student may be recommended for expulsion.

Adjudication of innocence or occurrence in court may not have bearing on the school's decision. The Director/designee will determine if the student's presence at school will have an adverse impact on the school environment or other persons.

Hearing Procedures

The "hearing" must take place within five (5) school days, but no sooner than two (2) school days from the date of notification. At the "hearing" the Assistant Director/designee may listen to witnesses called by the Assistant Director/designee, and you also may present witnesses. You may speak on your own behalf, but you do not have to do so. If you do not speak on your own behalf, you cannot be threatened with punishment or later be punished for not speaking.

The "hearing" will not be conducted like a court proceeding. There will be no "rules of evidence" nor there a court reporter to provide a transcript of the "hearing." After the "hearing" the Assistant Director/designee will let you know, in writing, if you are being suspended for (10) days.

Types of Charges That May Justify Suspension or Withdrawal

The types of charges that may justify suspension/withdrawal under this provision are:

- any felony involving violence
- rape or sexual battery
- lewd and lascivious act on a student under 16 years of age
- concealed weapon
- armed robbery
- sale or possession of illegal drugs
- possession of a bomb
- any felony involving the use of a firearm
- battery on school system employee or official or
- aggravated battery

Students who are found to have committed certain felony offenses against another student are prohibited from attending the same school with the victim.

Gangs and Gang Activity

The Florida Legislature addresses the criminal street gang issue:

1. To maintain public order and safety,
2. To respond to the ever-increasing crime caused by street gangs that threatens and terrorizes peaceful citizens,
3. To stop this mounting criminal activity, and
4. To provide for increased penalties for those found guilty of criminal gang involvement and eliminate the patterns, profits, and property helping criminal street gang activity, including street gang recruitment.

A criminal gang is a formal or informal ongoing organization, association, or group that has as one of its primary activities the committing of criminal or delinquent acts. A criminal gang member is a person who meets two or more of these criteria:

1. Admits to criminal street gang membership;
2. Is identified as a gang member by a parent/guardian;
3. Is identified as a gang member by a documented reliable informant;
4. Reside in/frequents a gang's area, adopts their style of dress, hand signs, or tattoos, and associates with known gang members;
5. Is identified as a gang member by an informant of previously untested reliability and such identification is corroborated by independent information;
6. Was arrested more than once in the company of identified gang member for offenses which are consistent with usual criminal street gang activity; or
7. Is identified as a criminal street gang member by physical gang members four or more times. Flagler County Schools will not tolerate any gang-related activity, to include dress, graffiti, hand signals, or verbal slang. Violation that disrupts the educational process will lead to disciplinary action. Any student identified as a gang member may be photographed and entered into the Florida Department of Law Enforcement's Gang Net.

Judicial Orders of Protection

The Department of Juvenile Justice will report to the school district all court orders in which a Flagler County School student is mandated to have "no contact" with his/her victim or victim's siblings. A "no contact" order may be issued by a circuit judge and upon notification of such order, the school administration may remove the student named in the order, require him/her to attend another school, or implement other measures to ensure the "no contact" order is enforced.

Students will not be required to move schools or removed from school without having a signed order from the courts, with the exception of recommendations from the district's discipline review committee. Students will be given an opportunity to remain on campus following the school-based no contact agreement on campus as deemed appropriate by the school-based discipline team. If the school-based no contact order is violated, the student will be subject to removal from school.

Investigations

The Director/designee, upon receipt of a report of bullying, harassment, hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten (10) school days.

Disciplinary Action

The following types of discipline may be used, as well as those found in the school discipline plan at each school.

Removal from Class

Your teacher may require that you be removed from class if it has been documented that your behavior has seriously disrupted the teaching or learning in the classroom. If you are removed from a class, the Director/Assistant Director may recommend your temporary or permanent removal. You cannot be returned to that teacher's classroom unless the teacher consents. A decision on whether to return you to the classroom must be made by the teacher or Director/ Assistant Director within (5) days of the removal.

Out-of-School Suspension

A student that commits a violation that warrants suspension will be suspended until the start of the next scheduled class.

Student Excluded from School and School Activities

Throughout the duration of an out-of-school suspension, the student may not come onto School Board owned property. The student is also prohibited from attending extra-curricular activities, or any other school related function until the suspension is completed. **Extra-curricular activities include exclusion from graduation exercises.**

Expulsion

Expulsion is the removal of the right and obligation of a student to attend school under the conditions set by the Flagler County School Board for a period of time, not to exceed the remainder of the term or the school year. Expelled students may not be on any school board property.

Only the Director can expel a student based upon a recommendation by the Assistant Director. The Assistant Director will make a recommendation for expulsion only after receiving a recommendation from the program supervisor or teacher. The program supervisor or teacher shall review cases referred for expulsion to insure due process and adherence to the Code of Conduct. The program supervisor or teacher's recommendation will contain a detailed explanation of the incident including the student's record of attendance, academics, and discipline.

The Assistant Director may recommend to the Director expulsion of a student who violates the Code of Conduct or a criminal law; is found to have committed a delinquent act; has had adjudication withheld for a delinquent act which, if committed by an adult, would be a felony; or repeatedly and willfully commits acts of a serious threat to the school environment.

If the student is an Exceptional Education Student and an expulsion is recommended, an IEP meeting must be held prior to the review by the District Discipline Committee and a manifestation determination conducted to determine if the misconduct is a manifestation of the student's disability.

The student and his/her parents, if appropriate, will be notified in writing if the School is considering expulsion. The written documentation will include the allegations against the student. If the

student/parent disagrees with the recommendation, a hearing may be requested in writing by the student and/or his/her parent, when appropriate.

The Assistant Director will schedule the hearing and notify the respective parties in writing of the date, time, and place of the hearing. The student is entitled to have an attorney or other representative provide legal representation. Any fees for such representation will be the students' responsibility. At the hearing, witnesses and documents may be presented to support the allegations. The student or attorney may have an opportunity to cross-examine the witnesses and to present witnesses and evidence on the student's behalf.

If a hearing is not requested, the student may come to the public School Board meeting to talk about the expulsion or the length of the expulsion. The School Board will make the final decision on whether or not a student should be expelled and if so, for how long.

Appeals Procedure

If you do not believe the problem has been solved after talking with the teacher, program supervisor or teacher or Assistant Director/designee, you should describe the problem in writing and give it to the Assistant Director/designee within three (3) school days of when the problem occurred.

The Director will investigate your problem and give you a decision on how he or she will resolve the problem. That decision will be provided to you within five (5) school days from the day you gave the written description of the problem to the Director/designee.

If you are not satisfied with the way that the Director/designee has resolved the problem, you may request in writing that the Superintendent's office or designee, review the decision of the Director/designee and make a final decision in the matter. The Superintendent's office/designee will give you the final decision within five (5) school days from the date that the office received your written request to review the matter.

There is no appeal from the final decision of the Superintendent's/designee's office. If your problem originally was with the Director/designee and you do not believe the problem was solved after talking with the Director/designee, you should describe the problem in writing and give it to the Superintendent's office/designee within three (3) school days of when the problem occurred. The matter will be reviewed by the Superintendent's office/designee and they will provide you with a final written decision within five (5) school days from the date that you gave them the written description of the problem. There is no appeal from the final decision of the Superintendent's/ designee's office. During the review process, any decision originally made will remain in effect until the final decision has been made by the superintendent/designee.

Concluding Statement

Should any item in this *Code of Student Conduct* be deemed contrary to the Flagler County School Board Policies, State Department of Education rules and regulations, state statutes, or federal laws that particular item shall be null and void, and the aforesaid regulation shall prevail. The School Board of Flagler County in adherence to all state and federal laws makes the final decision regarding disciplinary action.

Adult General Education (AGE) Programs

English for Speakers of Other Languages (ESOL)

Location: Flagler Technical College Main Campus and A1A Center

Program Supervisor: Travis Thomas

Student Services Specialist: Allison Castorino

This program is designed to help limited English proficiency students 16 years of age and older. Classes help to improve English language skills in order to communicate in English for employment, community involvement, family and life in the United States.

Beginning, intermediate and advance classes are offered. All students must take the Comprehensive Adult Student Assessment Systems (CASAS) test. This test measures basic skills in listening and reading the English language needed to function effectively at work and in life.

Morning, afternoon and evening classes are available.

English Literacy for Career and Technical Education (ELCATE)

Location: Flagler Technical College Main Campus

Program Supervisor: Travis Thomas

Student Services Specialist: Allison Castorino

The English Literacy for Career and Technical Education (ELCATE) course provides education services that enable adult English language learners who are adults, including professionals with degrees and credentials in their native countries, to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. ELCATE is an integrated education and training program which provides English language instruction to adult English language learners (ELLs) who simultaneously enroll in ELCATE and an approved FTC career and technical certificate program. FTC currently offers the Nurse Assistant-Articulated program and Phlebotomy for ELCATE.

Students eligible to enroll are those who:

- Are age 16 years or older and not enrolled in the K12 system
- Score between NRS ESL levels 5 and 6 as measured by FDOE-approved assessments
- Are not simultaneously enrolled in the Adult ESOL course
- Are simultaneously enrolled in a Career and Technical Education (CTE) course that meets the requirements of the IELCE program.

Afternoon and evening classes are available.

IET programs may be available to students scoring below a level 5

General Education Diploma (GED®)

Location: Flagler Technical College Main Campus

Program Supervisor: Travis Thomas

Student Services Specialist: Allison Castorino

This program is designed to prepare adults at a 9.0 grade level or above to successfully pass the complete battery of the GED® subject area tests. After successfully passing all four subtests, the student earns a state of Florida High School Diploma. GED® preparation courses are offered in each of the four subtest subjects: Reasoning through Language Arts, Social Studies, Science and Mathematical Reasoning.

Students 18 years and older may take the GED® exams without pretest requirements. Students 16 and 17 years of age maybe permitted to take the tests under extraordinary circumstances, Section 1003.434(4), F.S. However, 16 and 17-year-old students (permitted to take the tests under extraordinary circumstances) must register at a qualified GED® prep program, take and pass the online GED® Practice Tests in order to schedule the GED® exam.

Morning, afternoon, and evening classes are available.

GED® Integrated Comprehensive Preparation (GED®-I)

Location: Flagler Technical College Main Campus

Program Supervisor: Travis Thomas

Student Services Specialist: Allison Castorino

The GED® Integrated Comprehensive Preparation (GED®-I) program provides education services to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and also earn credentials in a CTE approve program. The program consists of four content-area assessments: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Students are simultaneously enrolled in an approved FTC career and technical certificate program while preparing for the GED®. (FTC currently offers the Nurse Assistant (Articulated) and Phlebotomy program for GED®-I.)

In order to be enrolled in the GED®-I program, students should test at the NRS ABE Level of 5 or higher in either Math or Reading (or both) eligible assessments as specified in [Rule 6A-6.014, F.A.C.](#)

Morning, afternoon and evening classes are available.

Registration For All AGE Programs

Apply for all AGE programs by clicking on the Quick Links **Apply Now** on the FTC website at <http://flaglertech.edu>.

After applying online visit the FTC main campus to register. A \$50.00 fee will be charged at time of registration. (ESOL & GED®)

Post-Secondary Workforce Programs

Flagler Technical College offers multiple opportunities to individuals entering the workforce. Programs of varying lengths and emphasis prepare students to assume entry-level positions in many fields. In addition, FTC provides continuing workforce education for employed individuals who want to improve their skills in order to progress in their chosen profession.

All programs combine the study of theory and science with supervised hands-on practices as clock hours. Upon successful completion of these programs students receive a Certificate of Completion recognized by private and public sector employers. If a student chooses not to complete a program a certificate of completion can be awarded for Occupational Completion Points earned. Employability skills are included in each certificate program. Externship programs are included.

Program Categories

Flagler Technical College's instructional opportunities are divided into five categories: *Apprenticeship Programs, Workforce Education, Continuing Workforce Education, Adult Education and Integrated Education & Training.*

Apprenticeship Programs combine on-the-job training with classroom instruction to enable students to move from an apprentice (semi-skilled level) to a journeyman (skilled level).

Workforce Education is job preparatory instruction designed to train students to enter the workplace. Students earn a Certificate of Completion upon successful program completion.

Continuing Workforce Education provides short term training which allows students to upgrade their current work skills and qualify for higher skilled jobs.

Adult Education provides Adult Basic Education (ABE), General Education Diploma (GED®) preparation classes, and English Speaker of Other Languages (ESOL) instruction.

Integrated Education & Training (IET) provides Adult Education and Literacy activities (GED®-I and ELCATE) concurrently and contextually with workforce preparation activities and workforce education (WIOA [34 CFR §463.35](#))

Apprenticeship Programs

Electrician Apprenticeship

ELECTRICIAN

Program # I46032R

APPRENTICESHIP

600 Classroom

8000 On-the-Job Training

Year 1 Textbooks, Supplies/Materials, OSHA-10 Certification

*\$379.00

Year 2 Textbooks, Supplies/Materials,

*\$320.00

Year 3 Textbooks, Supplies/Materials

*\$320.00

Year 4 Textbooks, Supplies/Materials

*\$320.00

Total: *\$1,339.00

**Grant Funding may be available: Contact FTC Grant Specialist/Financial Aid Specialist*

Florida Department of Education Apprenticeship Program

Program Hours: 600 Classroom / 8000 On-the-Job (OJT)

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Building #2, Palm Coast, FL 32164

Program Supervisor: Paul Kocsis - 386-447-4345 ext. 1236 kocsisp@flaglerschools.com

Program Description

The registered apprenticeship program is a highly structured training system in which the apprentice works full-time (40 hours per week) during the day for a sponsoring employer, learning skills of the trade. Apprentices earn a progressive wage – as their skills increase, their wages increase (usually every 6 months). There are both union (joint) and non-union (non-joint) programs. Apprenticeship programs are required to abide by State and Federal Apprenticeship Rules and Regulations. A minimum of 144 hours of related instruction for each year of apprenticeship is required. The Electrician Apprenticeship program is a four-year program.

Students must be working in the field to be eligible for this program. Contact Apprenticeship Program Supervisor for Participating Employers or employment opportunities.

Licensure/Certification

Upon satisfactory completion by an Apprentice, of their term of apprenticeship, the Apprenticeship Committee will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. **6A-23.004(2) (o) FAC**

Careers

Career information can be found at www.onetonline.org

Below is information on the Electrician (CIP Code: 0846030204).

47-2111 Electrician

Potential Earnings Average annual salary range is \$29,000 - \$32,000

For additional information on wages, trends, and career videos CareerOneStop-Electricians

**Electrician Apprenticeship
2023/2024 School Year
Flagler County Community Apprenticeship Program GNJ
FL-008880010
(Flagler, Putnam, St. Johns & Volusia Counties)**

Registered by

Florida Department of Education
Division of Career and Adult Education - Apprenticeship Section

Program Length

The length of this program is four (4) years

Program Start Dates

Part-time: August 10, 2023 January 9, 2024

Class Days and Times

Tuesday Evenings: 6:00pm – 10:00pm

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Work Process – 8000 Hours

Location: Participating Employer (Sponsor)

Electrician Apprenticeship Program # I46032R		
Work Process (Apprenticeship)	On-the-Job Training Hours	Participating Employers
Work Organization	500	See Program Supervisor
Job Set-Up	500	See Program Supervisor
Residential Wiring	4,500	See Program Supervisor
Commercial Wiring	1,000	See Program Supervisor
Troubleshooting	1,000	See Program Supervisor
Motor & Control Installation	500	See Program Supervisor

Classroom Instruction – 600 Hours

Location: Flagler Technical College Main Campus, Building 2

Electrician Apprenticeship Program # I46032R				
	Related Instruction	Classroom Hours	On-the-Job Training Hours	2023/2024 Course Costs
Safety & Circuits Level 1 (First Year)	01) Occupation Safety 02) Introduction 03) Basic Math for Electricians 04) Basic Electrical Circuit Skills 05) DC Circuits 06) Conduit Bending 07) Conductors, Insulation & Cable	150	2000	\$379
Blueprint Skills Level 2 (Second Year)	01) Occupational Safety 02) Blueprint Reading 03) AC Circuits 04) General Electrical Skills	150	2000	\$320
Residential Electrician Level 3 (Third Year)	01) Occupational Safety 02) Residential Wiring 03) Electric Motors 04) Commercial Wiring	150	2000	\$320
Commercial Electrician Level 4 (Fourth Year)	01) Occupational Safety 02) Commercial Wiring 03) Emergency, Special & Stand-by Systems 04) Specialized Electrical Skills 05) Leadership skills 06) Employability 07) Entrepreneurships	150	2000	\$320

U.S. Department of Education

CIP: 0846030204

Level: Apprenticeship

HVAC Apprenticeship

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY APPRENTICESHIP

Program # I47021R

450 Classroom

6000 On-the-Job Training

Year 1	Textbooks, Supplies/Materials, EPA Certification, OSHA-10 Certification	*\$472.50
Year 2	Supplies/Materials, ESCO Career Readiness Certification, Heat Pump Certificate	*\$215.00
Year 3	Supplies/Materials	*\$200.00
Total:		*\$887.50

**Grant Funding may be available: Contact FTC Grant Manager/Financial Aid Specialist*

Florida Department of Education Apprenticeship Program

Program Hours: 450 Classroom / 6000 On-the-Job (OJT)

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Building #2, Palm Coast, FL 32164

Program Supervisor: Paul Kocsis - 386-447-4345 ext. 1236 kocsisp@flaglerschools.com

Program Description

The Registered Apprenticeship program is a highly structured training system in which the apprentice works full-time (40 hours per week) during the day for a sponsoring employer, learning skills of the trade. Apprentices earn a progressive wage – as their skills increase, their wages increase (usually every 6 months). There are both union (joint) and non-union (non-joint) programs. Apprenticeship programs are required to abide by State and Federal Apprenticeship Rules and Regulations. A minimum of 144 hours of related instruction for each year of apprenticeship is required. The Heating & Air Conditioning Installer Servicer Apprenticeship program is a three-year program.

Students must be working in the field to be eligible for this program. Contact Apprenticeship Program Supervisor or Participating Employers or employment opportunities.

Licensure/Certification

Upon satisfactory completion by an Apprentice, of their term of apprenticeship, the Apprenticeship Committee will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. **6A-23.004(2) (o) FAC**

Careers

Career information can be found at www.onetonline.org

Below is information on the Heating, Air Conditioning, and Refrigeration Mechanics and Installers (CIP Code: 0847020103).

[49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers](#)

Potential Earnings

Average annual salary range is \$29,000 - \$32,000

For additional information on wages, trends, and career videos [CareerOneStop-HVAC Installers](#)

**Air Conditioning, Refrigeration and Heating Technology Apprenticeship
2023/2024 School Year
Flagler County Community Apprenticeship Program GNJ
FL-008880010**

(Flagler, Putnam, St. Johns & Volusia Counties)

Registered by

Florida Department of Education
Division of Career and Adult Education - Apprenticeship Section

Program Length

The length of this program is three (3) years

Program Start Dates

Part-time: August 10, 2023 January 9, 2024

Class Days and Times

One (1) night per week: 6:00pm – 10:00pm

2023/ 2024 School Calendar

Visit our website to view our school calendar. <https://flaglertech.edu/calendar>

Work Process – 6000 Hours

Location: Participating Employer (Sponsor)

Air Conditioning, Refrigeration and Heating Technology Apprenticeship Program # I47021R		
Work Process (Apprenticeship)	On-the-Job Training Hours	Participating Employers
Work Organization	400	See Program Supervisor
Job Set-Up	400	See Program Supervisor
Residential A/C	3,200	See Program Supervisor
Commercial A/C	600	See Program Supervisor
Heating Systems	1,000	See Program Supervisor
Residential Refrigeration	200	See Program Supervisor
Commercial Refrigeration	200	See Program Supervisor

Classroom Instruction – 450 Hours

Location: Flagler Technical College Main Campus, Building 2

Air Conditioning, Refrigeration and Heating Technology Apprenticeship Program # I47021R				
	Related Instruction	Classroom Hours	On-the-Job Training	2023/2024 Course Cost
Level 1 (First Year)	08) Occupation Safety 09) History & concepts of heating, air conditioning & refrigeration 10) Tool & tool accessories 11) Matter & heat behavior 12) Fluids, pressures, refrigerants & related tools 13) Heating, air conditioning & refrigeration system components & accessories 14) Communication, computer skills, employability & entrepreneurship 15) Basic electricity & electronic components	150	2000	\$379
Level 2 (Second Year)	01) Mechanical heating & air conditioning systems operations & start-up 02) Heating, air conditioning & refrigeration piping 03) Solid state electronics 04) Properties of air	150	2000	\$320
Level 3 (Third Year)	01) Pressure enthalpy charts 02) Indoor air quality 03) Installation, maintenance & repair of heating, air conditioning & refrigeration systems 04) Electrical generation & distribution components for commercial heating & air conditioning 05) Engineered control systems used in commercial heating & air conditioning 06) Electrical circuits used in commercial heating & air conditioning systems 07) Commercial compressors 08) Thermal storage systems 09) Commercial heating & air conditioning loads	150	2000	\$320

Early Childhood Education Apprenticeship

Program # V20021R

Early Childhood Education Apprenticeship

300 Classroom

4000 On-the-Job Training

Year 1	2 semesters	Internal Cost: \$30.00 per semester	Total	\$60.00
Year 2	2 semesters	Internal Cost: \$30.00 per semester	Total	\$60.00

Department of Education Career Cluster: Education and Training

Program Hours: 300/4000

Occupational Completion Points: A, B

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Palm Coast, FL 32164

Program Contact: Shari DeMayo 386-447-4345 ext. 1261

Program Description:

The Early Childhood Education program prepares students to earn a Florida Department of Education Child Care Development Specialist. Instruction includes, learning activities provided in a laboratory setting using hands-on experiences with the equipment and materials appropriate to program content. Activities provide instruction in the use of manipulative equipment, language development, creative art, music, science, and drama play, developmentally appropriate practices, brain research, classroom management and Child Development Associate (CDA) competencies. Completion meets the requirements for the Florida Staff Credential mandated by the Department of Children and Families. Through an articulation agreement with Daytona State College, students who complete this program will be given the opportunity to receive nine (9) college credits toward an associate degree in Early Childhood Education.

Students must be employed in the field to be eligible for this program.

Potential Earnings: \$18,000 - \$25,000

For additional information on wages, trends, and career videos

[CareerOneStop-Childcare Workers](#)

Early Childhood Education Apprenticeship
2023/2024 School Year
Department of Education Program #V20021R

Program Length

This program is offered as part-time

The length of this program is typically two (2) years/four (4) semesters

Program Start Dates

Part-time: August 10, 2023

January 9, 2024

Class Days and Times

Part-time: One (1) night per week 6:00pm – 10:00pm

Course Title	Hours	Course Number	OCP	2023-2024 Course Title/Fees	Location
Child Care Worker 1 Child Care Worker 2	150	V20021R	A	\$30 per semester OR \$60 per year	Palm Coast Deland Daytona Bch Duvall
Preschool Teacher Aid Preschool Teacher	150	V20021R	B	\$30 per semester OR \$60 per Year	Palm Coast Deland Daytona Bch Duvall
On the Job Training	4000	V20021R		0.00	Student's Workplace

Education and Training Programs

Child Care Center Operations

CHILD CARE CENTER OPERATIONS	Program #	V200206 45 Hour Program	
	Quantity	Prices	
Tuition			
Tuition	45	\$2.92	*\$131.40
		Subtotal	*\$131.40
Internal Costs (Non-refundable)			
FTC Application Fee			\$35.00
Library Fee			\$15.00
Facilities/Equip Use Fee			\$20.00
Student ID Fee			NA
Student Parking Fee			\$10.00
Standardize Testing Fee			NA
Graduation Fee			\$25.00
MIS Fee			\$20.00
		Subtotal	\$125.00
Supplies and Materials			\$53.60
		Subtotal	\$53.60
External Costs			
		Total Required Expenditures	\$310.00

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 45 hours)

Financial aid (T.E.A.C.H.) may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Education and Training

Program Hours: 45

Occupational Completion Point: A

Campus Location: Flagler Technical College
5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Shari DeMayo, Program Supervisor

386-447-4345 Ext 1261 demayos@flaglerschools.com

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education and Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education and Training career cluster.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements.

Careers

Career information can be found at www.onetonline.org

Below is information on the Child Care Center Operations. (CIP Code 0419070802).

[11-9031 Education and Childcare Administrators, Preschool and Daycare](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate for this field at 100%

Potential Earnings

For additional information on wages, trends, and career videos

[CareerOneStop-Education and Childcare Administrators, Preschool and Daycare](#)

Accredited by Council on Occupational Education

COE Completion Rate: 92%

COE Placement Rate: 100%

Continuing Workforce Education

Child Development Specialist Renewal Course (Florida CDA Renewal)-

Program Number: E91010E Program Length: 45 hours/5 Saturdays

Location: Flagler Technical College Main Campus, Room 106, 5400 E. Highway 100, Palm Coast, FL 32164

Program Supervisor: Shari DeMayo

386-447-4345 Ext 1261

demayos@flaglerschools.com

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
Child Development Specialist Renewal Course	45	E91010E	-	\$ 285.00	FTC Main Campus Room 106

Program Description:

For the teacher or director who needs a higher level of training to renew her/his CDA Credential. This class includes the following areas of instruction: Personality training; brain development; review of the Department of Children and Families standards; bullying; character development; managing behavior; autism and special needs; curriculum lesson plans and classroom organization; and classroom management. Students receive 4.5 continuing education units.

Scholarship opportunities through the Florida Children's Forum T.E.A.C.H. program.

Director Credential Renewal/Advanced Director Renewal
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Program Number: E91010

Program Length: 45 hours/5 Saturdays

Location: Flagler Technical College Main Campus, Room 106, 5400 E. Highway 100, Palm Coast, FL 32164

Program Supervisor: Shari DeMayo

386-447-4345 Ext 1261

demayos@flaglerschools.com

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
Director Credential Renewal/Advanced Director Renewal	45	E91010E	-	\$ 285.00	FTC Main Campus Room 106

Program Description:

For the director who needs a higher level of training to renew her/his Florida Director’s Credential.

This class includes the following areas of instruction: Inclusion; asthma, cultural diversity, sexual harassment in the workplace, childhood nutrition, homeless children, domestic violence, obesity in children, financial assistance with utilities, labor laws, quality extended day, autism, grief in children, diabetes-nutrition, ADHD and family involvement. Students receive 4.5 continuing education units.

Scholarship opportunities through the Florida Children’s Forum T.E.A.C.H. program.

Health Science Programs

Emergency Medical Technician-ATD

Emergency Medical Technician - ATD	Program #	W170212
	300 Hour Program	
	Quantity	Prices
<hr/>		
Tuition		
Tuition	300	*\$876.00
	Subtotal	*\$876.00
<hr/>		
Internal Costs (Non-refundable)		
FTC Application Fee		\$35.00
Library Fee		\$15.00
Facilities/Equip Use Fee		\$20.00
Student ID Fee		\$15.00
Student Parking Fee		\$10.00
Standardized Testing Fee		N/A
MIS Fee		\$20.00
Graduation Fee		\$25.00
Background Check		\$59.00
	Subtotal	\$199.00
<hr/>		
Textbooks, Workbooks, Shipping/Handling		\$239.97
Lab Fees/Supplies		\$155.00
CPR/First Aide		\$5.00
	Subtotal	\$399.97
<hr/>		
Total Required Expenditures		\$1474.97
<hr/>		
External Costs-Approximate		
Drug Test- 5panel		\$ 35.00
Black pants, black boots and royal blue polo		\$120.00
Watch with Second Hand		\$ 10.00
Index Cards, pens, binders		\$ 10.00
Stethoscope		\$ 50.00
License/Certification Testing (NREMT001)		\$104.00
	Subtotal	\$329.00

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 300 hours=\$3,513).

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Health Sciences

Program Hours: 300

Occupational Completion Point: A

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Chris McDermott CTE/AGE Assistant Director
386-447-4345 Ext 1204

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This is an instructional program that prepares students for employment as Emergency Medical Technicians SOC Code 29-2041 (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital Emergency Medical Technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program prepares students for certification as EMTs in accordance with Chapter 64J of the Florida Administrative Code. The program must be approved by the Department of Health, Office of Emergency Medical Services and the curriculum must adhere to the US Department of Transportation (DOT) National EMS Education Standards for EMT. This is the initial level for a career in Emergency Medical Services and the primary prerequisite for Paramedic training and certification. The content includes but is not limited to patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in-patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements. In order to be eligible for hire, the student must pass the National Registry Emergency Medical Technician Exam and/or Florida Department of Health EMT certification.

Careers

Career information can be found at <https://www.onetonline.org>. Below is information on some of the occupations in Emergency Medical Technician (CIP Code 0351090413)

[29-2042 Emergency Medical Technicians](#)

[31-9099 Healthcare Support Workers, All Other](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate (2020-2021) for this field at 60%

Potential Earnings

Average annual salary range is \$26,730 -\$34,560

For additional information on wages, trends, and career videos [Careeronestop-Emergency Medical Technicians](#)

Accredited by Council on Occupational Education

COE Completion Rate: 75%

COE Placement Rate: 33%

COE Licensure Rate: 100%

**Emergency Medical Technician 2023/2024 School Year
Department of Education Program #W170212**

Program Length

The length of this program is typically seven (7) months of evening classes

Program Start Date

September 6, 2023

Class Days and Times:

Two (2) day per week: 6:00pm – 10:00pm, every other Saturday 8:00am – 4:30pm

Ride-a-longs begin mid program on non-class days

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Pre-requisites:

TB/PPD screening-negative, Drug screen-5panel, Level 2 background check

EKG-NSR clear

Flu immunization

Stethoscope

Proof of Varicella, MMR, Hep B vaccination

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$199.00	FTC Main/EOC
Emergency Medical Technician	300	EMS0110	A	\$1,275.97	FTC Main/EOC
Total	300			\$1,474.97	

OPEID: 04158300 U.S. Department of Education CIP: 0351090413 Level: Undergraduate Certificate

Nurse Assistant-Articulated

		Program #	H170690	
NURSE ASSISTANT (ARTICULATED)			165 Hour Program	
		Quantity	Prices	
Tuition				
Tuition		165	\$2.92	*\$481.80
			Subtotal	*\$481.80
Internal Costs (Non-refundable)				
FTC Application Fee				\$35.00
Library Fee				\$15.00
Facilities/Equip Use Fee				\$20.00
Student ID Fee				\$15.00
Student Parking Fee				\$10.00
Graduation Fee				\$25.00
MIS Fee				\$20.00
Background Check				\$145.00
			Subtotal	\$285.00
Textbooks, Workbooks, On-line Simulation, Shipping/Handling				\$281.19
Lab Fees				\$ 55.00
CPR Certification				\$ 40.00
License/Certification Fee				\$155.00
			Subtotal	\$ 531.19
Total Required Expenditures				\$1297.99
External Costs				
Hunter Green Scrub Set		2	\$30.00	\$60.00
Watch with Second Hand		1	\$15.00	\$15.00
Index Cards, pens, binders			\$10.00	\$10.00
			Subtotal	\$85.00

Updated: 06/01/2023

Department of Education Career Cluster: Health Sciences

Program Hours: 165

Occupational Completion Point: A, B

Campus Location: Flagler Technical College Main Campus,
5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Chris McDermott, CTE/AGE Assistant Director
386-447-4345 Ext 1204

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as nursing assistants, nursing aids, and orderlies, nurse aides in nursing homes or SOC Code 31-1014 Nursing Assistants.

The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR)- heart saver level, and employability skills.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements. In order to be eligible for hire, the student must pass the State Examination for Nursing Assistant and receive the designation of Certified Nursing Assistant (CNA).

[Florida Board of Nursing » Certified Nursing Assistant \(CNA\) - Licensing, Renewals & Information](#)

Careers

Career information can be found at www.onetonline.org Below is information on some of the occupations in Nursing Assistant (CIP Code: 0351390203)

31-1131 Nursing Assistant

31-9099 Healthcare Support Workers, All Other

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate for this field at New Program No Data

Potential Earnings

Average annual salary range is \$26,650 - \$36,990

For additional information on wages, trends, and career videos go to [CareerOneStop-Nursing Assistant](#)

Accredited by Council on Occupational Education

COE Completion Rate: 78%

COE Placement Rate: 14%

COE Licensure Rate: 100%

**Nurse Assistant-Articulated 2023/2024 School Year
Department of Education Program #H170690**

Program Length

The length of this program is typically 3 months

Program Start Dates

Part-time Evenings: January 9, 2024

Class Days and Times

Evenings: Tuesday and Thursday 5:00pm – 9:00pm

Plus three (3) Saturdays of clinical from 6:45am – 1:45pm

2023/2024 School Calendar

Flagler Technical College follows the school district’s calendar. FTC does not observe Early Dismissal days.

[Calendar - Flagler Technical College](#)

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$285.00	
Basic Healthcare Worker	90	HSC0003	A	\$460.77	FTC Main
Nurse Aide and Orderly (Articulated)	75	HCP0121	A	\$ 552.22	FTC Main
Totals	165			\$ 1297.99	

OPEID: 04158300 U.S. Department of Education CIP: 0351390203 Level: Undergraduate Certification

Phlebotomy

		Program #	H170302	
PHLEBOTOMY		165 Hour Program		
		Quantity	Prices	
Tuition				
	Tuition	165	\$2.92	*\$481.80
			Subtotal	*\$481.80
Internal Costs (Non-refundable)				
	FTC Application Fee			\$35.00
	Library Fee			\$15.00
	Facilities/Equip Use Fee			\$20.00
	Student ID Fee			\$15.00
	Student Parking Fee			\$10.00
	Graduation Fee			\$25.00
	MIS Fee			\$20.00
	Background Check			\$86.00
			Subtotal	\$226.00
	Textbooks, Workbooks, On-line Simulation, Shipping/Handling			\$340.89
	Lab Fees/Hazard Disposal Fee			\$145.00
	CPR Certification			\$ 40.00
	Practice Test Fee – National Healthcareer Association			\$40.00
	License/Certification Fee - National Healthcareer Association			\$ 125.00
			Subtotal	\$ 690.89
Total Required Expenditures				\$1398.69
External Costs				
	Caribbean Blue Scrub Set	2	\$30.00	\$60.00
	Watch with Second Hand	1	\$15.00	\$15.00
	Index Cards, pens, binders		\$10.00	\$10.00
			Subtotal	\$85.00

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 165 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Updated: 06/01/2023

Department of Education Career Cluster: Health Sciences

Program Hours: 165

Occupational Completion Point: A/B

Campus Location: Flagler Technical College, Main Campus
5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Chris McDermott, CTE/AGE Assistant Director
386-447-4345 Ext 1204

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists SOC Code 31-9097 Phlebotomists, All other.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Licensure/Certification

A voluntary national certification is available through an exam offered by:

The Nation Health Career Association
7500 West 160th Street
Stilwell, Kansas 66085
PH: 800-499-9092 x8223 FAX: 973-644-4797 www.nhanow.com

To be eligible students must:

1. Have a High School Diploma or equivalency and have completed an NHA approved training program.
2. Have a High School Diploma or equivalency and have worked in the field for a minimum of one (1) year.

Careers

Below is the CIP Code 51.1009 for Phlebotomy Technician/Phlebotomist

[Detail for CIP Code 51.1009](#)

The Florida Education and Training Placement Information Program (FETPIP) does not have FTC placement rate (2020-2021) for this field at 100%

Potential Earnings

Average annual salary range is \$30,610 - \$42,130

For additional information on wages, trends, and career videos go to [CareerOneStop-Phlebotomists](#)

Accredited by Council on Occupational Education

COE Completion Rate: 83%

COE Placement Rate: 30%

**Phlebotomy Program 2023/2024 School Year
Department of Education Program #H170302**

Program Length

The length of this program is 4 months evenings

Program Start Dates

Part-time Days: August 10, 2023

Part-time Evenings: January 10, 2024

Class Days and Times

Days: Monday through Thursday 2:10pm – 4:10pm, plus 1 week 8am – 12pm in outpatient lab

Evenings: Monday – Wednesday – Friday 5:00pm – 8:00pm, plus 1 week 8:00am – 12:00 pm in outpatient lab

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$226	
Basic Healthcare Worker	90	HSC0003	A	\$460.77	FTC Main Campus
Phlebotomy	75	MEA0520	B	\$711.92	FTC Main Campus
Totals	165			\$1398.69	

OPEID: 04158300

U.S. Department of Education CIP: 351100901

Level: Undergraduate Certificate

Human Services Programs

Cosmetology

	Quantity	Prices	
Tuition			
	1200	\$2.92	*\$3504.00
		Subtotal	*\$3504.00
Internal Costs (Non-refundable)			
FTC Application Fee			\$35.00
Library Fee			\$15.00
Facilities/Equip Use Fee			\$20.00
Student ID Fee			\$15.00
Student Parking Fee			\$10.00
Standardize Testing Fee			\$15.00
Graduation Fee			\$25.00
MIS Fee			\$20.00
Background Check			\$35.00
		Subtotal	\$190.00
Textbooks, Workbooks, Shipping/Handling			\$296.77
Cosmetology Student Kits			\$635.62
Lab Fees			\$1323.00
License/Certification Fee			\$ 45.00
Industry Cert/License Testing Fee			\$ 49.50
<i>Students may purchase additional mannequins during the year for additional costs</i>			
		Subtotal	\$2349.89
Total Required Expenditures			\$6025.89
External Costs			
Black Uniform (Scrubs)	2	\$40.00	\$80.00
HIV/AIDS Course (4 Hour)	1	\$15.00	\$15.00
Index Cards, pens, binders		\$10.00	\$10.00

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 1200 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Human Services

Program Hours: 1200

Occupational Completion Point: A

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Adrienne Harvey, Teacher
386-447-4345 Ext 3290 Harveyad@flaglerschools.com

Program Description

The Cosmetology program prepares students for a career in the professional care of the nails, skin, and hair. The program provides students training in the theory and practical skills that they need in the beauty industry as a licensed Cosmetologist. Students will learn the proper procedures and techniques related to nails, skin, and hair. Skills practiced in a salon atmosphere include manicures, pedicures, nail extensions, facial treatments, hair removal, waxing, make-up artistry, shampoos and sets, permanents, scalp treatments, haircuts, hair coloring, and proper sanitation.

The content also includes Florida law and Board of Cosmetology rules, ethics, human relations, sales techniques, business management, employability skills, and safe, efficient work practices.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements. Students must complete a Board of Cosmetology approved 4-Hour HIV/AIDS course before the certificate is awarded. Students must complete an application with the Board of Cosmetology on the Department of Business & Professional Regulation's (DBPR) website and pass the Florida State Board of Cosmetology examination in order to work as a cosmetologist. (Fees for the Board of Cosmetology Application and State Board Exam are included in the cost of the program.)

[Board of Cosmetology website](#)

Careers

Career information can be found at www.onetonline.org. Below is information on some of the occupations in Cosmetology (CIP Code [6 digit]: 12.0401)

[Hairdressers, Hairstylists, and Cosmetologists-39-5012.00](#)

[Manicurists and Pedicurists-39-5092.00](#)

[Skincare Specialists-39-5094.00](#)

[Makeup Artists, Theatrical and Performance-39-5091.00](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate (2022 - 2023) for this field at 100%

Potential Earnings

Average annual salary range is \$19,300 - \$47,910.

For additional information on wages, trends, and career videos [CareerOneStop-Cosmetologist](#)

Accredited by Council on Occupational Education

COE Completion Rate: 75%

COE Placement Rate: 100%

COE Licensure Rate: 100%

Cosmetology
2023/2024-School Year
Department of Education Program #D500100

Program Length

The length of this program is typically ten (10) months/two (2) semesters (41 weeks) for a full-time student.

Program Start Dates

August 10, 2023 October 10, 2023 January 9, 2024 March 27, 2024

Class Days and Times

Monday – Friday 8:30 am to 4:00 pm

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Testing Requirements

The Basic Skills Assessment (CASAS GOALS) is designed to assess students’ skill level in Communications (Reading and Language Arts) and Computations (Mathematics). This assessment must be completed within the first six weeks of initial enrollment.

Testing Score Requirements

Communications – (Reading & Language Arts) 239 (8) Computations – (Mathematics) 222 (8)

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$190.00	
Grooming & Salon Services, Facials, and Nails	225	CSP0009		\$1049.77	FTC Main Campus
Cosmetologist & Hairdresser (1 of 3) (Kits)	300	COS0002		\$1898.62	FTC Main Campus
Cosmetologist & Hairdresser (2 of 3)	300	COS0003		\$1298.00	FTC Main Campus
Cosmetologist & Hairdresser (3 of 3)	375	COS0009	A	\$1607.50	FTC Main Campus

OPEID: 04158300 U.S. Department of Education CIP: 0612040102 Level: Undergraduate Certificate

Facials Specialty

		Program #	H120425	
FACIALS SPECIALTY		220 Hour Program		
		Quantity	Prices	
Tuition				
	Tuition	220	\$2.92	*\$642.40
			Subtotal	*\$642.40
Internal Costs (Non-refundable)				
	FTC Application Fee			\$35.00
	Library Fee			\$15.00
	Facilities/Equip Use Fee			\$20.00
	Student ID Fee			\$15.00
	Student Parking Fee			\$10.00
	Graduation Fee			\$25.00
	MIS Fee			\$20.00
	Background Check			\$35.00
			Subtotal	\$175.00
	Textbooks, Workbooks, On-line Simulation, Shipping/Handling			\$311.41
	Facial Student Kit			\$ 92.15
	Lab Fees			\$177.00
	License/Certification Fee			\$75.00
			Subtotal	\$ 655.56
Total Required Expenditures				\$1472.96
External Costs				
	White or Black Uniform (Scrubs)	2	\$40.00	\$80.00
	HIV/AID (4 Hour)	1	\$15.00	\$15.00
	Index Cards, pens, binders		\$10.00	\$10.00
			Subtotal	\$105.00

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 165 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Human Services

Program Hours: 220

Occupational Completion Point: A

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Adrienne Harvey, Teacher

386-447-4345 Ext 3290 Harveyad@flaglerschools.com

Program Description

The Facials Specialty program prepares students for a career in the professional care of the skin. The program provides students training in scientific principles and fundamentals related to the structure and function of the skin, bacteriology, sanitation procedures, chemistry, and electricity. Students will receive instructions on basic facials, skin analysis and protocols, massage techniques during facial manipulations, hair removal, color theory, make-up application, lash application, and brow and lash tinting.

The content also includes Florida law and Board of Cosmetology rules, ethics, human relations, sales techniques, business management, employability skills, and safe, efficient work practices.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements. Students must complete a Board of Cosmetology approved 4-Hour HIV/AIDS course before the certificate is awarded. Students must complete an application with the Board of Cosmetology on the Department of Business & Professional Regulation's (DBPR) website for their specialty registration in order to work as a Facial Specialist. (Fees for the application are included in the cost of the program.) [Board of Cosmetology website](#)

Careers

Career information can be found at www.onetonline.org. Below is information on the Aesthetician/Esthetician and Skin Care Specialist occupation. (CIP Code [6 digit]: 12.0409)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate for this field at 50%

Potential Earnings

Average annual salary range is \$22,850 - \$64,610

For additional information on wages, trends, and career videos

[CareerOneStop-Skincare Specialists](#)

Accredited by

Council on Occupational Education

COE Completion Rate: 100%

COE Placement Rate: 100%

COE Licensure Rate: 100%

**Facials Specialty
2023/2024 School Year
Department of Education Program #I120425**

Program Length

This program is full-time.
The length of this program is typically 6 ½ Weeks

Program Start Dates

August 10, 2023 October 10, 2023 January 9, 2024 March 27, 2024

Class Days and Times

Full-time: Monday through Friday 8:30 am –4:00 pm

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$175.00	
Facials/Skin Care Specialist	220	CSP0265	A	\$1297.96	FTC Main Campus

OPEID: 04158300 U.S. Department of Education CIP: 0612040806 Level: Undergraduate Certificate

Nails Specialty

		Program #	I120415	
NAILS SPECIALTY		180 Hour Program		
		Quantity	Prices	
Tuition				
Tuition	180	\$2.92	*\$525.60	
			Subtotal	*\$525.60
Internal Costs (Non-refundable)				
FTC Application Fee				\$35.00
Library Fee				\$15.00
Facilities/Equip Use Fee				\$20.00
Student ID Fee				\$15.00
Student Parking Fee				\$10.00
Graduation Fee				\$25.00
MIS Fee				\$20.00
Background Check				\$35.00
			Subtotal	\$175.00
Textbooks, Workbooks, On-line Simulation, Shipping/Handling				\$318.36
Nail Student Kit				\$149.55
Lab Fees				\$86.00
License/Certification Fee				\$75.00
			Subtotal	\$ 628.91
Total Required Expenditures				\$1329.51
External Costs				
White or Black Uniform (Scrubs)	2	\$40.00	\$80.00	
HIV/AIDS Course (4 Hour)	1	\$15.00	\$15.00	
Index Cards, pens, binders		\$10.00	\$10.00	
			Subtotal	\$105.00

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 165 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Human Services

Program Hours: 180

Occupational Completion Point: A

Campus Location: Flagler Technical College, 5400 E. Hwy 100, Palm Coast, FL 32164

Program Information Contact: Adrienne Harvey, Teacher

386-447-4345 Ext 3290 Harveyad@flaglerschools.com

Program Description

The Nails Specialty program prepares students for a career in the professional care and beautification of the nails, hands, and feet. The program provides students training in scientific principles and fundamentals related to the structure and function of the nails, as well as the safety and sanitation required to perform services in the professional world. Students will learn proper procedures in the art of performing manicures and pedicures, adding nail extensions, and techniques in nail artistry.

The content also includes Florida law and Board of Cosmetology rules, ethics, human relations, sales techniques, business management, employability skills, and safe, efficient work practices.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements. Students must complete a Board of Cosmetology approved 4-Hour HIV/AIDS course before the certificate is awarded. Students must complete an application with the Board of Cosmetology on the Department of Business & Professional Regulation's (DBPR) website for their specialty registration in order to work as a Nail Specialist. (Fees for the application are included in the cost of the program.) [Board of Cosmetology website](#)

Careers

Career information can be found at www.onetonline.org. Below is information on the Nail Specialist occupation. (CIP Code [6 digit]: 12.0410) [Manicurists and Pedicurists-39-5094.00](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate for this field is unavailable.

Potential Earnings

Average annual salary range is \$29,210 - \$36,830 yearly

For additional information on wages, trends, and career videos

[CareerOneStop-Manicurist and Pedicurists](#)

Accredited by

Council on Occupational Education

COE Completion Rate: NA

COE Placement Rate: NA

**Nails Specialty
2023/2024 School Year
Department of Education Program #I120415**

Program Length

This program is full-time.
The length of this program is typically 5 ½ Weeks

Program Start Dates

August 10, 2023 October 10, 2023 January 9, 2024 March 26, 2024

Class Days and Times

Full-time: Monday through Friday 8:30 am – 4:00pm

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$175.00	
Manicurist & Pedicurist	180	CSP0015	A	\$1154.51	FTC Campus
Total				\$1329.51	

OPEID: 04158300 U.S. Department of Education CIP: 06102041005 Level: Undergraduate Certificate

Transportation, Distribution & Logistics Programs

Commercial Vehicle Driving

		Program #	I490205	
COMMERCIAL VEHICLE DRIVING		320 Hour Program		
		Quantity	Prices	
Tuition				
Tuition	320	\$2.92	*\$934.40	
			Subtotal	*\$934.40
Internal Costs (Non-refundable)				
FTC Application Fee				
				\$35.00
Library Fee				
				\$15.00
Facilities/Equip Use Fee				
				\$20.00
Student ID Fee				
				\$15.00
Student Parking Fee				
				\$10.00
Graduation Fee				
				\$25.00
MIS Fee				
				\$20.00
			Subtotal	\$140.00
Textbooks, Workbooks, Shipping/Handling				
				\$126.33
Lab Fees (Supplies and Materials)				
				\$1997.00
DOT Drug Test				
				\$55.00
License/Certification Testing Fee				
				\$450.00
			Subtotal	\$2628.33
Total Required Expenditures				\$3702.73

External Costs

Class A permit and DOT physical due before start of class.

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 165 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Transportation, Distribution and Logistics

Program Hours: 320

Occupational Completion Point: A

Campus Location: Flagler Technical College Industrial Center, 245 Education Way, Bunnell, FL 32110

Program Information Contact: Bruce Winters, Teacher
386-447-4345 Ext 1193 wintersb@flaglerschools.com

Program Description

The Tractor Trailer Truck Driver course prepares students for entry into the trucking and logistics industry. Students explore career opportunities and requirements of a professional tractor trailer driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, math, communication, employability, entrepreneurship, and licensing requirements.

Licensure/Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements.

Careers

Career information can be found at www.onetonline.org Below is information on the Commercial Vehicle Driving. (CIP Code [6 digit]: 53.3032). [53-3032.00 - Heavy and Tractor-Trailer Truck Drivers](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate (2020- 2023) for this field: 100%

Potential Earnings

Average annual salary range is \$37,850 - \$58,010

For additional information on wages, trends, and career videos [CareerOneStop-Tractor Trailer Truck Drivers](#)

Accredited by Council on Occupational Education

COE Completion Rate: 100%

COE Placement Rate: 100%

COE Licensure Rate: 100%

**Commercial Vehicle Driving
2023/2024 School Year
Department of Education Program #I490205**

Program Length

This program is only offered as full-time.
The length of this program is typically two (2) months

Program Start Dates

Full-time: June 1, 2023 New course dates typically run every 8 weeks.

Class Days and Times

Full-time: Monday-Friday: 8:00 AM-5:00PM

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Additional Information:

- Minimum age of 19 years (21+ recommended)
- Obtain a Class A-CDL learners permit- Which is required prior to start date.
- Permit test: General Knowledge, Air Brakes, and Combination Vehicle
- CDL handbook: [Florida CDL Handbook](#)
- Practice tests: [Trucker Country.com](#)
- Students must meet D.O.T physical requirements.
- Pass a mandatory drug test-information given first day of class.
- Students must submit a driving transcript for the past three years.

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
School Fees				\$140.00	
Tractor Trailer Driver	320	TRA0080	A	\$3562.73	Flagler Technical College Industrial Center

OPEID: 04158300 U.S. Department of Education CIP: 0649020500 Level: Undergraduate Certificate

Continuing Workforce Education

CDL Refresher Course

Program Number: CWE

Program Length: 40 Hours/1 Week/Full-time

Location: Flagler Technical College Industrial Center, 245 Education Way, Bunnell, FL 32110

Program Information Contact: Bruce Winters, Teacher

386-447-4345 Ext 1193

wintersb@flaglerschools.com

Course Title	Hours	Course Number	OCP	2023/2024 Course Tuition/Fees	Location
CDL Refresher	40			\$950.00	Flagler Technical College Industrial Center

Program Description:

Students admitted to this continuing education course must have an active and current CDL Class A license. Classes are held periodically throughout the year.

Program Information Contact: Bruce Winters, Teacher

386-447-4345 Ext 1193

wintersb@flaglerschools.com

Other Testing and Endorsements

- Third Party Testing, License Classes A, B and C
- Passenger Endorsement
- School Bus Endorsement

Heavy Equipment Operations Technician

HEAVY EQUIPMENT OPERATIONS TECHNICIAN

**Program # T440200
900-1200 Hour Program**

Prices			
Tuition		900 Hours	1200 Hours
Tuition	\$2.92	\$2628.00	\$3,504.00
Subtotal			
Internal Costs (Non-refundable)			
FTC Application Fee		\$35.00	\$35.00
Library Fee		\$15.00	\$15.00
Facilities/Equip Use Fee		\$20.00	\$20.00
Student ID Fee		\$15.00	\$15.00
Student Parking Fee		\$10.00	\$10.00
Standardized Testing Fee		\$15.00	\$15.00
Graduation Fee		\$25.00	\$25.00
MIS Fee		\$20.00	\$20.00
Subtotal		\$155.00	\$155.00
Textbooks, Workbooks, Shipping/Handling		\$122.00	\$122.00
Equipment Expense		\$4800.00	\$6000.00
Lab Fees (Supplies and Materials)		\$800.00	\$1025.00
OSHA-10 Certificate		\$35.00	\$35.00
Confined Space Certificate		\$79.00	\$79.00
Hard Hat Safety Training/Certification		\$150.00	\$150.00
		\$5,986.00	\$7,561.00
Total Required Expenditures		\$8,769.00	\$11,220.00

External Costs

For estimation purposes only. Rates based on 2023-2024 School Year. Prices subject to change.

*In-state Tuition Only. Out of state tuition will be higher (\$11.71 x 165 hours)

Financial aid may be available for those who qualify. All students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov (School Code: 041583). For further information, call our Financial Aid Specialist, 386-447-4345 Ext 1199.

Department of Education Career Cluster: Transportation, Distribution and Logistics

Program Hours: 900 - 1200

Occupational Completion Point: A, B, C, E and D (Optional)

Campus Location: Flagler Technical College Industrial Center, 245 Education Way, Bunnell, FL 32110

Program Information Contact: Christopher McDermott, CTE/AGE Assistant Director
386-447-4345 Ext 1204 mcdermottc@flaglerschools.com

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster, provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills to operate and maintain a variety of heavy equipment such as crawler tractors, motor graders, scrapers, and shovels or cranes. Students training on one machine must complete all related program content.

Certification

A certificate of completion is awarded to a student upon successful completion of all program requirements.

Careers

Career information can be found at www.onetonline.org Below is information on the Heavy Equipment Operations Technician (CIP Code [6 digit]: 49.0202).

[Construction/Heavy Equipment/Earthmoving Equipment Operation](#)

The Florida Education and Training Placement Information Program (FETPIP) lists the FTC placement rate (2021/2022) for this field: 83%

Potential Earnings

Average annual salary range is \$31,360 - \$39,460

For additional information on wages, trends, and career videos, [CareerOneStop-Heavy Equipment Operators](#)

Accredited by Council on Occupational Education

COE Completion Rate: 100%

COE Placement Rate: 100%

Heavy Equipment Operations Technician
2023/2024 School Year
Department of Education Program #T440200

Program Length

This program is only offered as full-time.
 The length of this program is typically 10 months

Program Start Dates

Full-time: August 10, 2023

Class Days and Times

Full-time: Monday-Friday: 8:30 AM - 2:30 PM

2023/2024 School Calendar

Visit our website to view our school calendar. [Calendar - Flagler Technical College](#)

Testing Requirements

The Basic Skills Assessment (CASAS GOALS) is designed to assess students' skill level in Communications (Reading and Language Arts) and Computation (Mathematics). This assessment must be completed within the first six weeks of initial enrollment.

Score Requirements:

Communications (Reading Language Arts) 239 (8) Computation (Mathematics) 222 (8)

Course Title		Hours	Course Number	OCP	Course Tuition/Fees	Location
Heavy Equipment Maintenance Technician		150	TRA0070	A	\$2139.00	Flagler Technical College Industrial Center
Tractor Operator		150	TRA0086	B	\$1888.00	Flagler Technical College Industrial Center
Off-road Equipment Operator 1		300	TRA0087	C	\$2251.00	Flagler Technical College Industrial Center
Crane Equipment		300	TRA0049	E	\$2336.00	Flagler Technical College Industrial Center
Off-road Equipment Operator 2. (Optional)		300	TRA0088	D	\$2451.00	Flagler Technical College Industrial Center
School Fees					\$155.00	

OPEID: 04158300 U.S. Department of Education CIP: 0649020201 Level: Undergraduate Certificate

Certification Testing

Pearson VUE Authorized Testing Site



Validate your skills. Prove your knowledge. Get certified.

Pearson VUE is the global leader in computer-based testing for high-stakes certification and licensure exams in the healthcare, finance, information technology, academic and admissions markets. We offer a full suite of services to develop, manage, deliver and grow test programs for over 450 clients via the world's most comprehensive network of highly secure test centers in 180 countries, and through online solutions. For those seeking their high school diploma Pearson VUE also offers the GED® test through FTC.

Visit www.pearsonvue.com/programs select the relevant test program from the Test Taker Services section. Next, select 'Schedule a Test' on the right-hand side of the page and complete the necessary fields. Upon confirming the booking, you will receive a confirmation e-mail from Pearson VUE. At a minimum, this confirmation will contain information such as the time, date and location of your test, including directions to the test center.

For more information about GED® and to schedule your GED® test go to www.myGED.com to set up your account. Once your account is set up simply select Flagler Technical College as your preferred location for testing.

Flagler Technical College can deliver your specific certification test Monday through Friday between 8:00 a.m. and 4:00 p.m. (excluding holidays). For more information, call 386-447-4345 ext. 1198.